**CURRICULAM VITAE**

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**POORNIMA**

**E-mail id :** [**poornima.348079@2freemail.com**](mailto:poornima.348079@2freemail.com)

**Dubai, United Arab Emirates**

I came to know reliable source their exist **Any** vacancies in your esteemed organization .I wish to apply the same. My details are given below for your kind consideration.

**PROFESSIONAL WORK EXPERIENCE**

Working with **Translink Equipment L.L.C ,** Dubai as General Accountant for a period of **September 2016 to February 2017 .**

* Responsible for the maintaining monthly expense details.
* Maintain employee personnel documents and salary file.
* Verifications of document issue offer letter.
* Responsible for preparing the quotation, invoice & Delivery note.
* Maintain the track record of company expenses.
* Sending the sales report to manager weekly or monthly

Worked with **Fluo- lite Pvt ltd** , Bangalore Karnataka, India as Back EndProcess Executive For 2years.

* Collect the report from sales executive.
* General upkeep of the office, other related aspects of administration work.
* Responsible for the sale Report
* Sending The sale report to manager weekly or monthly
* Maintain employee personnel and salary file.

Worked with **Astute corporate Service Pvt Ltd**, Bangalore Karnataka , India as **Verification Department** 6month.

* Responsible for update the Customer loan status.
* Verifications of Customer document.
* Verify the document for loan processing.

**EDUCATIONAL QUALIFICATION**

* Diploma **Computer Science in Engineer** from Indira Shiva Rao Polytechnic Kadiyali,Udupi under Bangalore university.

* **S.S.L.C** from Board of Secondary Education in Govt Junior College Navunda.

**PROJECT DETAILS**

Title : online News Editing and Publishing

Duration : 6 Months

Aim : Our project design is mainly used for press.So this

Project is created to enabling the admin to edit the news and online Users to search and read the news. Provisions are made for the admin

and the client to use the project

**TECHNICAL SKILLS**

* Operating System:-Windows 2000 XP,VISTA Windows 7,

MS-Office (MS Word, MS Excel, MS PowerPoint), Tally Erp 9(Beginning)

**Software Skill**:- Html ,Asp

* Logical and analytical thinking ability
* Good oral and written skills
* Strong interpersonal skills
* Ability to work as a team member

**PERSONAL DETAILS**

DOB : 1-9-1989

Gender : Female

Marital Status : Married

Religion : Hindu

Nationality : Indian

Languages Known : English, Kannada, Hindi

**HOBBIES**

* Reading magazines,
* playing indoor and outdoor games,
* listening to music

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Sincerely,

**(POORNIMA***)*