**PRAVEENA** 

**Email:** [**PRAVEENA.362031@2freemail.com**](mailto:PRAVEENA.362031@2freemail.com)

**OBJECTIVE**

To build a career by joining a world-class organization which provides opportunities to utilize all my abilities and enhance my knowledge and skills that would contribute towards growth of the organization along with my own professional growth.

**PROFESSIONAL SUMMARY**

Having a pleasing personality and very good interpersonal skills, energetic, young, dedicated, self motivated and a through approach to working own initiative, ability to adapt to new environment and grasp work quickly.

**EDUCATIONAL QUALIFICATION**

* IATA travel and tourism -“Speedwings aviation academy”
* MBA human resource management –“ Bharathiar university”
* Bachelor of science –“Bharathiar university”-computer science
* HSC- Kerala state board
* SSLC- Kerala state board

**COMPUTER KNOWLEDGE**:

MS office

Operating systems: Windows, Linux

Capable of working with a good typing speed.

**CURRENT EMPLOYER**

✓ Organization: API MIDDLE EAST FZE (Sumitomo corp. Joint venture)

✓ Designation: Admin & Finance Executive

✓ Duration: October 2015 – Present

❖ **JOB DESCRIPTION**

* Organize office operations and procedures
* Analyzes the attendance and regularity of employees in the organization
* Maintain all databases including financial and staff report
* Meet staff requirements, needs and resolve their problems, support to HR Department
* Ticket bookings and Amendments
* LPO preparation for issuance of ticket
* Preparation of Travel itinerary
* Hotel bookings
* Process accounts payable cheques
* Post and maintain accounting documents in the database
* Ensure invoice payments
* Handle petty cash allocation and transactions.
* Chase overdue invoices by telephone, email & letter within agreed timescales.
* Send out monthly client statements/letters as may be agreed from time to time.
* Other duties as delegated from time to time by the Accounts Manager or Finance Manager or any other person designated in their absence.

**PERSONAL DETAILS**

Date of birth: 02/10/1989

Visa: Spouse Visa

Gender: Female

Marital status: Married

Languages known: English, Hindi, Tamil, Kannada & Malayalam

Hobbies: Music, Drawing, Travelling

Strengths: Friendly with people, helping others, motivating, self-confident

**DECLARATION**

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief.

Sincerely,

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