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| 1 (2) | GEETHA  [Geetha.362754@2freemail.com](mailto:Geetha.362754@2freemail.com) |
| CAREER OBJECTIVE | |
| To pursue a career in an organization, where my knowledge and skills contribute to its growth, and to take it to a success through my sincerity, devotion and hardwork. | |
| KEY STRENGTHS | |
| Communication, problem solving, planning and organization, team player. | |
| WORK EXPERIENCE | |
| HR / Admin. (Assistant) with M/s. Mathew International and their Allied Groups, India ( Mumbai) From March 2010 to September 2016  Roles and Responsibilities   * Assisting HR / Admin. Manager * Drafting general, routine and confidential letters * Handling confidential correspondence and reports on various matters * Send and receive E-mails, Surfing Internet * Prepare Advertisements for the recruitment * Maintain candidates data base * Scrutinise and shortlist the applications received * Send interview call letters/mails as required * Co-ordinating with candidates as well as with Clients * Preparing for Recruitments, Status reports and related work towards Overseas deployment of candidates * Prepare Invoices, Statement and accounts related items thereof like reminders on payments, pending issues etc. * Personal filing of all executives. * Co-ordinating for maintenance of office equipments.   Accounts Assistant cum Arbitrager/Dealer for M/s. Puneet Capital Services Ltd. India (Mumbai) From February 2001 to May 2008  Roles and Responsibilities   * Handling all back office work * Attending Clients phones & co-ordinating with them * Informing the clients about market status by phone * After trading taking back-ups from FTP, both BSE & NSE * Importing trade files through software (Share packages NISE LD54 & PMS) * Preparing bills of clients * Follow up for the payment * Prepare Arbitragers report everyday * Inform the Arbitragers about their everyday sheet performances * Prepare monthly reports of the arbitragers * Maintain stock records * Handling Pay-in Pay-out * Preparing cheques etc. | |
| EDUCATIONAL QUALIFICATION | |
| * B.A (History) from Calicut University, Kerala | |
| COMPUTER PROFICIENCY & OTHER SKILLS | |
| * Passed Kerala Govt. Technical Exam (lower 60 wpm) * Passed NCFM (Dealers Module) * Good Working knowledge in MS-Office, Word, Excel, Outlook, * Internet Proficiency * Excellent typing skills * Fast learning ability * Good communication and negotiation skills. | |
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| I do here by declare that all the above-furnished details are true to the best of my knowledge & belief. | |
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