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| 1 (2) | GEETHA 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 2016Roles 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 2008Roles 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.
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| EDUCATIONAL QUALIFICATION |
| * B.A (History) from Calicut University, Kerala
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| 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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