**CURRICULUM VITAE**

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| **HARSHINI**  [**HARSHINI.372212@2freemail.com**](mailto:HARSHINI.372212@2freemail.com) | **S0 5588 ( Harshini ) .jpg** |

**CAREER OBJECTIVES:**

To pursue my career in an organization with performance oriented environment for achievement of personal advancement.

**CAREER ABSTRACT:**

* **Currently working as a Accountant in Basmat AL Tamayz Metal Products Coating LLC , Rashidya- Dubai from 2017 to till date.**
* **Worked as a HR Executive** / **Admin in CAREERS INTERNATIONAL, Mangalore from 10th Feb 2014 to 31st March 2016.**

**JOBS & RESPONSIBILITIES:**

* Sourcing CV’s from job portal
* Client interview In charge
* Recruitment end to end process responsibility
* Maintaining Transaction of banks
* Maintaining books of Accounts
* Petty cash maintenance
* All Admin related works
* Ticketing
* Visa departments

**Worked with Clients:**

* + Magnolia Bakery – Al Hamla holdings, Qatar
  + Eiffel Engineering Company – Kuwait
  + Royal Media- Kuwait
  + Al Mariah – Abu Dhabi
  + Berg Engineering – Dubai
  + Al Abbas Group Companies – Dubai
  + ECO – Coast- Dubai
  + Nesma – Saudi Arabia
  + Ecolog – Dubai
  + Al –Naba – Oman
  + HEXA – Oil & Gas
  + Nifah Electromechanical LLC– Dubai
  + Alpha Engineering and Contracting LLC – Oman
  + Perfect Engineering Company – Dubai
* **Worked with Komal Chemiequip Pvt. Ltd. as Administrator , Mumbai from March 2013 to Jan 2014**

**Job Profile:**

* Accounts Knowledge in VTXP
* Preparing Cheque
* Maintaining the register of the Address Books of the Customers.
* Sending Mails & Letters.
* Preparing Invoices & Purchase Order.
* Preparing the Statements in the Excel.
* Maintaining the records of the Statements.

**COMPUTER SKILL :**

* Diploma in computer application
* Tally 9.0

**Certificate Course (U.K)** : University Centre Grimsby U.K ( Humber Seafood Institute) - London

EDUCATIONAL QUALIFICATIONS :

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| **Examination passed** | **Year of passing** | **Board / university** | **% of marks** |
| MBA  (Finance) | 2012 | Srinivas School Of Management Mukka,  Mangalore University | 67% |
| BBM  (Business Management) | 2010 | Vijaya College Mulki, Mangalore University | 55.6% |
| HSC | 2007 | Sri Narayana Guru Composite PU College Mulki, Mangalore University | 78% |
| SSC | 2005 | Sri Narayana Guru English Medium School Mulki, Mangalore University | 53.6% |

**DUAL SPECIALIZATION (MBA)** : Human Resource Management

**CO CURRICULAR ACTIVITIES** :

* Participated in inter college management fests, Cultural activities, Sports and NCC (B & C certificate)

**PROJECT WORK** :

* Ratio Analysis in Kotak Securities Ltd.

**PERSONAL PROFILE :**

Date of birth : 11-01-1990

Age : 27 years

Sex : Female

Nationality : Indian

Language known : English , Hindi, Kannada, Tulu

Marital status : Married

**INTERNERSHIP:**

* Worked under Hamsa Chaitanya Souharda Credit Corporation Society for 3 months as a trainee.

**DECLARATION :**

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

Thanking you,