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| Vismithaclip art.jpg  C/o-Contact No: +971505891826  E-Mail: [vismitha.376689@2freemail.com](mailto:vismitha.376689@2freemail.com) |

Profile

Competent, detail oriented, organised and hard working with solid academic foundation in Administration and accounts with 6 years work experience in administration duties. Ready to

accept new challenges and learn new things, excellent in communication and technical skills. Looking for an opportunity to explore my administration skills.

Career Objective

To accept any position for which I am qualified, which has the scope for new challenges that will help to explore my management skills and help to learn new things.

Education

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| --- | --- | --- |
| Degree | Collage / University | Year of passing |
| Bachelor of Business Management (BBM) | Vivekananda Collage,  Mangalore University, Karnataka. | 2008-2010 |
| Master of Commerce  (M.Com) | Mysore University, Karnataka | 2013-2014 |

Also pursued one year “Diploma in Software Engineering” From NIIT, in 2010.

Key skills

* Negotiation
* Accounting
* Invoicing
* Client coordinating.
* Technical knowledge.

Work Experience

**M.S Infrastructure** December 2011 – February 2014

* Worked for three years as client coordinator and assistant accountant for the Construction Company which deals with Power plant and Dam work across Karnataka, India owned byMr.Manoj Kumar & Mr. Mohammad Sameer, Annappa complex, Koornadka post, Darbe, Puttur.

Duties involved:

\* Follow up Registration and Legal works of work, & reporting to senior.

\* Labour registration

\* Communicating with clients about dailywork status of Project.

\* Organising client meeting with work supervisors.

\* Frequent check on financial status of the project.

\* Reporting daily work status to project coordinator.

\* Managing petty cash transaction

\* Frequent check on day book

\* Keeping update about project funds and expenses

**Manoj Kumar Firm** February 2014 – June 2017

* Worked for three years as Stock in charge and promoted as project coordinator for the company that deals with construction and real estate business, owned by Mr. Manoj Kumar in Lilly Complex, APMC Road, Puttur.

Duties involved:

\* Maintaining inventory.

\* Keeping records of service provided to clients.

\* Conducting regular meetings with site supervisors about project status

\* Coordinating with financial institutions about project funding

\* Follow up legal actions related to projects

\* Conducting regular meetings of account and inventory department

\* Placing Purchase order

How can I contribute to your Company..?

”Be positive” is my work attitude.

* Good in communication and coordination.
* Ready to take challenging job.
* Quick in learning things.
* Good listener, “Taking team opinions” and blending with team is my work style.

Personal Information

Date of Birth: 08-02-1990

Nationality: Indian

Marital status: Married

Hobbies: Wall painting, trucking, story Writing, Photography and Reading.

Languages known: To speak: English, Hindi, Kannada, Telugu, Tamil and Tulu.

To read and write: English, Hindi and Kannada.

Declaration:

I Vismitha., hereby declare all the above mentioned details are true for the best of my knowledge.