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***SARASWATHI***

***Email : [saraswathi.378034@2freemail.com](mailto:saraswathi.378034@2freemail.com)***

***C/o- : +971501685421***

***PROFILE: 10+years experienceof Corporate and Nursery***

***Working with teams to achieve goals.***

***Will Work Under Pressure***

***PROFESSIONAL EXPERIENCE:***

***LITTLESTAR NURSERY – DUBAI July 2015 – Aug 2017***

***Office General Clerk***

***. To answer phone calls***

***. To attend enquiries***

***. Receive Fees from the Parents***

***. Maintain Petty cash, Projection & Staff Details***

***. Maintain Children’s Record***

***. Attend Inspections (DHA, Municipality &Moe)***

***. Maintain all contract Files***

***. Routine Office Works***

***SWASTIK DIGITAL TECHNOLOGIES PVT LTD***

***Chennai – India July 2007 – Aug 2013***

***Accounts Clerk***

***. Maintain Petty Cash&Ledger***

***. Prepare Invoices***

***. Issue Cheques***

***. Payment Follow-up***

***. Maintain Customer Details***

***RELIABLE STOCKS & SHARES INDIA LTD***

***Chennai - India January 2005 – June 2007***

***Back Office Assistant***

***. Download Holdings from the internet***

***. Mark Client Id***

***. Prepare Prepay In &Intersettlement Statements***

***. Transfer Shares to Client Account***

***. Prepare F&O Transfer & Withdraw Letter***

***. Update House Account***

***BOX INFOCOM TECHNOLOGIES LTD***

***Chennai – India February 1999 – May 2003***

***Computer Operator cum Customer Support Executive***

***. To Enter Customer List in the Computer***

***. Prepare Invoices and Delivery Chellan***

***. Collect Documents from the Customers forward to the Bankers***

***. Register Customer Complaints***

***. Attend Customer Enquiry***

***REX FASHIONS***

***Chennai – India March 1997 – June 1998***

***Accounts Clerk***

***. Maintain Both Purchase and Sales Register***

***. Maintain Petty Cash Book & Ledger***

***. Issue Cheques***

***. Prepare Vouchers & Monthly Trial Balance***

***. Prepare Bank Reconciliation Statement***

***MAGNUM CONSULTANCY***

***Chennai – India January 1995 – Dec 1996***

***Office Assistant***

***. Attend Customer Calls***

***. Prepare Share Documents***

***. Type Letters***

***. Maintain Inward &Outward Register***

***. Maintain Petty Cash Book & Ledger***

***. Prepare Trial Balance***

***GOLDEN NEEDLE APPARELS***

***Chennai – India 1993 – 1995***

***Secretary***

***. Take Notes from the Manager***

***. Type Letters***

***. Attend Phone Calls and transfer Concern Department***

***. Maintain Appointments***

***. Routine Accounts Work***

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***EDUCATIONAL QUALIFICATION***

***Diploma in Business Administration***

***TECHNICAL QUALIFICATION***

***Diploma in Basic Computer***

***Oracle (RDBMS) - Aptech***

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***PERSONNEL DETAILS:***

***Date of Birth : 12-01-1973***

***Marital Status : Single***

***Nationality : Indian***

***Languages Known : English, Hindi and Tamil***