**Curriculum Vitae**

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**Name : Jenifar**

**Email :** **jenifar.387496@2freemail.com**

**CAREEROBJECTIVES**

Young and dynamic person looking for an opportunity to work in a highly competitive environment, in order to achieve company and personal goals. Highly adaptable, positive, resilient, open to new ideas, where I could utilize my skills to increase the productivity of organization and individual growth.

# EDUCATION QUALIFICATION

|  |  |  |
| --- | --- | --- |
| **Degree** | **Year** | **College/ University** |
| **M.COM** |  2017 | St Aloysius Evening College, Mangalore |
| **B.COM** |  2014 | Alva’s College, Moodbidri |

# PROFESSIONAL WORK EXPERIENCE

**Junior Assistant/ Clerk at Father Muller Medical College, Mangalore, India**

**(February 2015 – November 2018)**

* Updating paper work and maintaining documents
* Managing filing system
* Answering and directing phone calls
* Preparing documents
* Updating students records
* Scanning and processing e-mail
* Preparing monthly statistics
* Arranging transportation
* Ordering office supplies
* Maintaining inventory and other register
* Other office work

**Assistant accountant at K.M associations, Mangalore, India**

**(June 2017 to December 2017)**

* Data entries of sales, purchase, incomes and expenses.

**Pharmacy Assistant in City Hospital Mangalore, India**

**(July 2014 to Dec 2014)**

* Dispensing prescription medication and other medical products to patients under direction of licensed pharmacist
* Performing administrative duties, including answering phones, receiving and inputting prescription orders and restocking inventory
* Preparing billing information for medications
* Placing orders for additional drugs as directed by the pharmacist
* Answering patients' questions about their medications under the supervision of the pharmacist.

**STRENGTH**

* Good in Accounting.
* Efficient and hard working.
* Ability to work under stressful situations.
* Honesty, Hardworking and cheerfulness.
* Ability to work independently and also as a part of a collaborative research team.
* Ability to plan and prioritize work.
* Energetic and skilled in time management, leadership skills, Self motivated and Adaptable to any kind of situation
* Effective oral and written communication skills
* Willingness to learn new Skills and Techniques.
* Communicate my thoughts in a convincing manner.

**COMPUTER SKILLS**

* Tally ERP 9.0
* Microsoft office
* Basic IT
* Internet