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**KAMMALI**

**EMAIL ID:** [**kammali-395184@2freemail.com**](mailto:kammali-395184@2freemail.com)

**DUBAI , UAE**

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**OBJECTIVE**

I am a consistent, Hardworking, Highly motivated person. I enjoy working with the pubic, I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

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**TECHNICAL SKILLS**

MS Word, MS Excel, MS Power Point & Internet, Outlook, Tally.

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**CERTIFICATIONS**

**Completed Bachelor of commerce from Madras University 2012**

**Passed in NISM (National Institute of Securities Market – MFD (Mutual Fund)**

**Passed in NISM (Securities Operation and Risk Management)**

**MS Office, MS ExcelAnd TallyERP9**

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**WORK HISTORY**

**Receptionist cumAdmin Assistant**

**BEST ARTS PRODUCTION** (Dubai,UAE)

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Keeping a log of the visitors which includes their details as well as their purpose of visit , the department or person they meet and their time in and time out
* Answering calls and transferring it to respective people and departments
* Assisting all departments when it comes to printing and stationary
* Preparing the list for office supplies that need to be purchased, getting approval and then forwarding it to concern department
* Ordering and issuing of Recharge cards
* Assisting the marketing team in preparing quotations and contracts
* Receiving couriers and forwarding to the concerned departments
* Making a booking and sending of couriers.

**Back Office Executive**

**GEOJIT FINANCIAL SERVICES LIMITED**(Chennai, Tamil Nadu)  
• Demat and trading account opening for customers.

• Advising customer about suitable and potential buying options and suggests mutual fund

and equity investment portfolios according to their needs.

• Following up of customer investment portfolios every month and advise them to

take necessary actions to avoid loss and also to earn higher profits.

• Resolving customer queries and assisting customers through emails and phone calls.

• Reconciling customer cheques received with the accounts to be credited on monthly basis.

• Filing and maintaining a ledger of the unclearedcheques of customers for further

reference.

• Tracking of all emails received and sent from official email id and regularly updating the branch position to head office.

**Appellate and Nodal Officer (Airtel Telecommunication)**

**AEGIS GLOBAL PRIVATE LIMITED (**Chennai, Tamil Nadu).

* Resolves product or service problems by clarifying the customer’s complaint; determining the cause of the problem selecting and explaining the best solution to solve the problem. expediting correction or adjustment following up to ensure resolution.
* To analyse and respond appropriately to queries from customers via telephone and e-mail, working towards an appropriate solution.
* providing high level customer service
* Raise service request for networking issues to install boosters and towers.
* Provide proper explanation of monthly bills and charges.
* Ensure the satisfaction of the customer’s service given to the customers over the phone.

**Receptionist, Accountant cumAdmin:**

**CSICOMPUTEREDUCATIONCENTER**(Chennai, Tamil Nadu)

* Greeting and welcoming guests and providing them with a positive first impression of the organization.
* Scheduling appointments and maintaining appointment calendar.
* Complying with procedures, rules, and regulations on keeping a safe and clean reception area.
* Preparing letters and documents.
* Receiving and sorting mail and packages.
* Responsible for handling telephone/email/fax and be responsible for all incoming callsand communicating to relevant persons.
* Conduct other general accounting duties, as assigned like book keeping assist in accounts transactions, checking, verification & follow up’s.

**Educational Qualification :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **University/Board** | **Year of Passing** | **Grade** |
| **B. COM** | **MADRAS**  **UNIVERSITY** | **MAR – 2012** | **1** |
| **H.S.C.** | **TAMILNADU**  **BOARD** | **APR– 2009** | **I** |
| **S.S.C.** | **TAMILNADU**  **BOARD** | **MAR – 2007** | **II** |

**LANGUAGES**

* **English**: Read, Write and Speak.
* **Tamil**: Read, Write and Speak.
* **Hindi**: Speak (Beginner)
* **Malayalam**: Speak (Beginner)
* **Telugu**: Speak (Beginner).

**PERSONAL DETAILS**

* Date of Birth : 10.07.1991
* Gender : Female
* Marital Status : Married
* Nationality : Indian
* Religion : Hindu
* Date of Issue : 15.10.2018
* Date of Expiry : 14.10.2028
* Visa Type : Husband Visa
* Date of Issue : 29/09/2018
* Date of Expiry : 28/09/2021

**DECLARATION :**

I am Confident of my ability to work in a team and I hereby declare you that all the information furnished above are true and are best of my knowledge.

Thanking you,

Kammali

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