**CARRICULAM VITAE**



**RAJI**

[**RAJI.326106@2freemail.com**](mailto:RAJI.326106@2freemail.com)

**EMPLOYMENT VISA**

**Availability: Immediate**

**CAREER OBJECTIVE:**

Seeking a challenging career that will enable me to utilize my competence to work with the growth oriented organization, which adequately utilizes my strong analytical and technical skills.

**JOB DESCRIPTION:**

Able to work on several campaigns at once, sometimes under pressure, and often on tight deadlines."

**EDUCATIONAL QUALIFICATIONS:**

* BACHELOR OF ARTS:ENG

(Mahatma Gandhi University Kottayam, Kerala India)

* Senior Secondary School Examination

(Mar Thoma College Thiruvalla Kerala India)

* Secondary School Leaving Certificate S.S.L.C

(Abraham Memorial High School Thirumala, Kerala, India)

* Computer Diploma(6 months course certificate)

**LANGUAGES KNOWN:**

* English, Hindi, Tamil & Malayalam.
* Arabic(speak)

**TECHNICAL QUALIFICATIONS&SKILLS:**

* MS Office Excel-Advanced
* MS Outlook-
* Data Entry Work(45PW)
* Internet & Software Usage &Letter drafting
* Software usage(symex,Neemsoftware(TMS/AGP),TELESALES,DMS/CMS
* Cash dealings(Petty cash/cash/flows
* Telephone Operator/attending, reception
* Secretarial work
* Telecalling&Customer&Service Experience

**WORK EXPERIENCES&HISTORY:**

* Working as an **Accountant cum Manager** in a Transportation company MUSAFAH(**HARMAN STAR TRANSPORTATION)**from 2015 onwards
* Worked as a **Branch In charge** in **ALBADER ECCHANGE MADINAT ZAYED BEDA ZAYED,ABUDHABI** from May 2013 to 2014
* Worked as an Archive **Clerk&CustomerService** in **AL BADER EXCHANGE , MADINAT ZAYED,Western Region (Beda Zayed) ABUDHABI, U.A.E**, from 2011 to 2013
* Worked as a **Supervisor cum Receptionist in a Govt.Hospital** **SAUDI ARABIA (SABT AL ALAYA HOSPITAL)** from 2010 to2011
* Worked as a **DATA ENTRY OPERATOR in a GOVT.Sector**(CONTRACT BASIS) VIKAS BHAVAN.TVM KERALA 2009-2010
* Worked as a **Teacher in a Private School** in Rajasthan **(Bethel Public School, Ramganjmandi Rajasthan India)** from July 2004 to May 2009
* Worked as a **Receptionist cum Secretary** in a reputed ISC/ICSE English Medium School in Pathanamthitta (**Bethany Academy -Vennikulam P T A Kerala** )from July 2002 to 2004

**RESPONSIBILITIES:**

* Good in communication so as to keep strong relationship with customers.
* Able to handle work simultaneously at a time.
* Extremely hard working and self-motivating.
* Maintains payroll information by collecting, calculating, and entering data.
* Providing administration related support to all departments as required.
* Fax, scan and photocopy of documents as required.
* Manage walk-in customers and handle their inquiries.
* Knowledge of administrative and clerical procedures and systems
* Customer service orientation

**PROFESSIONAL EXPERIENCE:**

* Give Presentation and demonstration to the customers.
* Good in communication so as to keep strong relationship with customers.
* Able to handle work simultaneously at a time.
* Preparing the financial statements and reports of operations, expenditure reports, statistical data, and other information concerning financial requirements.
* Reviewing, analyzing, presenting the financial data, including revenue projections & expenditure reports.

**PERSONAL DETAILS**

Date of birth : 08/02/1981

Nationality : Indian

Religion : Christian

Sex : Female

Marital status : Married

**DECLARATION:**

I hear by declare that all the information presented above is true to the best of my knowledge and belief.