

AISWARYA

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**CAREER OBJECTIVE**

To seek a challenging position in a dynamic environment and desire to progress further and to grow with the organization, prove to be an asset for its effective functioning and be a team player for the achievement of goals and the organization.

**ACADEMIC RECORD**

* M.com (finance) year- July 2014 - March 2016 from Calicut University.
* B.com (cooperation) year July 2010 –March 2013 from Calicut University.

**COMPUTER KNOWLEDGE**

* PGDCA, Tally



**WORK EXPERIENCE**

**Caweri Trading, Dubai, UAE-** Receptionist cum Admin Assistant (1stFeb 2017 to 24thApril 2017)

* Data Entry
* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Following up with clients

**Angel guard electronics**, Palakkad, Kerala- Receptionist cum Admin (1stAug 2013 to 31stMar 2014)

Responsibilities

* Data Entry
* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Petty cash handling

**Personal Details**

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| --- | --- | --- |
| DOB | : | February, 23rd 1993 |
| Marital status | : | Married |
| Nationality | : | Indian |
|  |  |  |
| Visa status | : | Residence visa (husband sponsorship) |
| LANGUAGES KNOWN | : | English, Tamil, and Malayalam |
| **Personality Traits** |  |  |

Quick to grasp Information, Can easily adapt to changes, a very dedicated worker. Ability to work under pressure commitment. Positive thinking and confidence in achieving the target.

**Declaration:**

I hereby declare that the information given above is true to the best of my knowledge and belief.