***Mrs. Neethu***

***Dubai , UAE***

***EMAIL:*** ***neethu-393782@2freemail.com***

**OBJECTIVE**

**To work as an administrative executive for “Max Engineering” and handle all aspects of administration management processes and activities.**

**SUMMARY OF SKILLS**

### Experience in document control, document imaging, document archiving, and maintenance of electronic and physicaldocuments.Skilled in reviewing and preparing statistics andreports.

### Ability to interact and coordinate with internal and external businesspartners.

### Knowledge in use of spreadsheets, database, word processing and selected job specificsoftware.

### Strong interpersonal, analytical, and teamworkskills.

### Good Communicationskills.

**WORK EXPERIENCE-I**

**“Finance Support Executive” in Dubai, UAE (From 01/06/2017-31/08/2019)**

* Processing sales invoices using accounting software (Tally ERP9).
* Performing basic office task such as filing, data entry, answering phone calls, processing the mail, etc. Entering customer and account data from source documents within time limits.
* Entering customer and account data from source documents within time limits.
* Review and verify invoices and requests. Sort, Code and match the invoices.
* Set invoices up for the payment.
* Maintain and manage Customer files.
* Monitor accounts to ensure payments are up to date.

**WORK EXPERIENCE-II**

**"Administrative Executive" in Kerala, India(15/11/2014-30/01/2016) BRD Securities Limited, Financial Service Provider, approved by Reserve Bank of India. Financial Services includes, Vehicle Loan, Securities & Deposits with a work force over 50 Nos at BranchLevel.**

* Supported the daily operations ofthedepartment in an efficient and effectivemanner.
* Successfully interact with the lending staff to improve the accuracies and efficiencies on work performance.
* Perform ongoing training, review and communicate current or developing lending industry topics/concerns orstandards.
* ImplementadministrativepoliciesandprocedurestoensurecompliancewithRBl, StateandCentral Government regulations and internal compliancerequirements.
* Supportvariousassessment measuresandauditstoensuredepartmentproceduresareachievingaccurate anddesiredresults.Implementclean-upproceduresandcorrespondingchangeswhennecessary and as appropriate. Followupandcorrectanyitemsaddressedandensurenecessary changesorrecommendationshavebeenimplementedasdirected.
* Perform other job related duties as assigned.

**WORK EXPERIENCE-III**

### "**Document Controller”** at Hire Purchase” BRD Securities Limited, Chavakkad, Kerala, India (1/8/2011-14/11/2014).

* Processing loan applications in compliance with bank policies, meeting investor guidelinesand demonstrating lendingstrategies.
* Store and maintain company/Loan documents in both electronic and physical forms Scan, image, index, and organize documents projectwise.
* Follow process and principles of company's document lifecycle procedures.
* Archive, control, and retrieve records as and when required.
* Updating of ClientProfiles.
* KeeprecordsofClientdetails,meetingminutes,technical specifications,etc.fortheManagement meetings.
* Classify,sort,andcategorizedocumentsinalpha-numericalorder.
* Controlissuanceofdocumentsandseekproperapprovalforthesamefromseniorauthorities.
* Review completeness, accuracy, and authenticity ofdocuments.
* Perform quality check on documents by following document controlprocesses.
* Controlled distribution of documents to internal departments includes finance &HR.
* Minimized risk impact on losing documents as to maximize projectprofits.

**PERSONAL SKILLS AND COMPETENCIES**

* Excellent telephone manner.
* Smart & presentable appearance.
* Good organization skills.
* Self-motivated, proactive & hardworking.
* Ability to listen and anticipate.
* Good IT skills - Microsoft office, Microsoft Excel, Email, Tally and Internet.
* Enthusiastic& Punctual
* Customer service & Communication skills

**EDUCATIONAL QUALIFICATIONS**

#### Bachelor of Computer Application -[Madras University]

* Diploma in ComputerizedProfessional Accounting

**PERSONAL DETAILS**

|Date of Birth: 17/02/1990 | Gender: Female | Marital Status: Married | Nationality: Indian |

 Religion: Hindu | |Visa Details: Residence Visa / Husbands Visa|

|Languages Known: English, Tamil& Malayalam|

DECLARATION

# I do hereby declare that the particulars of information and facts stated herein above are true and complete to the best of my knowledge and belief.

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