

CURRICULUM VITAE



SREE VIDHYA

Dubai, UAE

Contact No.

+971 52 681 1501

What's App No.

+971 52 681 1501

EMAIL ID.

salinividhya@gmail.com

LANGUAGES

English, Hindi, Tamil & Malayalam.

Personal Details

Date of Birth: 01/06/1984
Gender : Female
Religion : Hindu
Nationality : Indian
Civil Status : Married

Passport Details

Passport No : T3279060
Issue Date : 22/07/2020
Expiry Date : 21/07/2030
Visa Status : Residence Visa

INTEREST:

Reading & Writing.

REFERENCES:

Available upon request

CAREER OBJECTIVE:

Seeking a career with a progressive organization where I can utilize my skills, knowledge and experience in a challenging role that allows for advancement and growth.

PERSONAL SKILLS: -

- ❖ Hard working and Dedicated
- ❖ Honesty & Reliability
- ❖ Good communication and analytical skills
- ❖ Easy adaptability to situations.
- ❖ Leadership Quality
- ❖ Trust worthy

EDUCATIONAL & TECHNICAL QUALIFICATION:

- ❖ **Quick Book Course** – Institute in Dubai – Jan 2020 – Apr 2020.
- ❖ **Master in Business Administration** – Annamalai University, Nagercoil – Oct 2008 – April 2010.
- ❖ **Bachelor of Commerce** – Annai Velankanni College, Marthandam – Sept -2002-Apr 2005.
- ❖ **Diploma in Co-Operative Management** – Tamilnadu Cooperative Training Institute, Nagercoil – April 2001 – Mar 2002.
- ❖ **Accounting Software & Tally.**
- ❖ **Microsoft Office** – MS Word, MS Excel.

WORK EXPERIENCES:

- ❖ 6 years experienced as a **COUNTER STAFF** at **Muthoot Fine Corp Limited**, Kaliyikavilai, K.K Dist. Nov 2005 – Aug 2011.

DECLARATION:

- ❖ I here declare that the above mentioned statement is correct & true to the best of my knowledge & belief.

SREE VIDHYA