

URRICULAM VITAE



SAMYUKTHA VS

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Contact information:

Mobile: +971-544824123
Dubai

W/o Nigil kp

Personal Information:

Passport no : U6907771

Visa status: Family visa

Visa Expiry Date:

23/09/2023

Languages Known:

- English
- Malayalam

Technical Strength

- [MS Office](#)
- [Tally ERP9](#)
- [Peach tree](#)
- [internet](#)

Objective

To be a successful professional in a growing and vibrant organization by putting in maximum efforts sincerely for career development and organizational upcoming.

Work Experience

KEERTHI FACILITY MANAGEMENT AND EVENTS

Thrissur, Kerala

June 2020-December 2020

- Assisted the facilities manager in all aspects of project
- Coordination of internal & external meetings
- Manage and maintaining administrative polices and process
- Provide administrative support to the Facilities team.
- Records all monthly productivity data and prepares detailed Monthly management reports
- Data entry, creation, status updating, closing, and tracking of all Work activities

Educational Qualifications

- **Diploma In Corporate Professional Accountant and Finance Manager** (ISO Certified,A+,April2021)
- **CMA Intermediate 1st group(ICMAI)**
(June 2019 to June 2020)
- **Bcom** (From Calicut University) with 1st class
(2016-2019)
- **HSS** (From Sreekrishna HSS, 86% ,2014-2016)

Personal strength

- Maintain positive attitude in the face of changes in work
- Willingness to work hard and learn new skills
- Easy to communicate with others

Declaration

I do hereby declare that all the information mentioned above is true to the best of my knowledge.

References will be provided on request

Yours sincerely,

Samyuktha