

JUBAIRIYA.P

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| |  | | --- | | ***AREAS OF EXPERTISE***  *Regulatory compliance*  *Safety Procedures*  *Organising Shipments Transportation Management*  *Tracking Stock*  *Performance management*  *Supply chain process*  *Operational efficiencies*  *Procurement & Accounts*  *Photo shop & Microsoft Word* |   ***PROFESSIONAL SKILLS***  *Self-Starter with an accurate.*  *&Oriented work ethic.*  *Ability to thrive within a fast-pacedenvironment.*  *Superb verbal and written communication skills.*  *Pragmatic and having a ‘can do’ attitude.*  *Remaining calm and polite all times.*  *Can work well under pressure.*  *Strong sense of responsibility.*  *I****NTERESTS***  *Travelling*  *Learning languages*  *Reading*  ***LINGUISTICS SKILLS***  *English :Professional*  *Hindi :Professional*  *Malayalam : Native.*  *Arabic :Beginner* | | | | | |  | | --- | | *"****Working in various industries in different companies has allowed me to develop a strong multicultural sensitivity and resilience. It also helped me grow a sense of curiosity and open-mindedness."*** |   ***CAREER OBJECTIVE***  *Seeking a dynamic and progressive environment to prove my innovative ideas, learning abilities towards achieving better position*  ***CAREER TIMELINE***  **Receptionist**: IMC (Integrated Medical Centre) – Malappuram, Kerala.  .2016  **Sales Assistant**  Flemingo Duty Free Shop ( Calicut International Airport)  2017  **Accountant cum Procurement Executive, and Document Clearing**  Capital business services (Al Qusais) DUBAI  (January 2018 to 2020 Present)  ***Experience Summary***   * *Create and manage timelines.* * *Natural positive attitude and outlook.* * *Raising purchase orders.* * *Raising miscellaneous invoices.* * *Arranging and participating in meetings.* * *Taking accurate messages.* * *Identifying and auctioning all sales leads.* * *Organizing and planning ahead.* * *Accurately filling in administrative records and relevant paperwork.* * *Contacting potential clients and existing clients.* * *Managing small cash floats.* * *Preparing weekly accounts.* * *Opening and distributing mail.* * *Maintaining Purchase Order Processes.* * *Answering and re-directing telephone calls.*   ***ACADEMIC QUALIFICATION:***  ***Diploma In Financial Accounting - 2016***  *Aptec computer centre , Pallikal Bazar, Malappuram kerala*  ***Higher Secondary - 2015***  *Al Farook Education Centre, Calicut.,kerala*  ***Secondary - 2013***  *Government Higher secondary School , Puthuppadi, Calicut kerala*  ***DECLARATION:***  *This is to declare that all the information furnished in this is a true testimony of my personality.*  ***JUBAIRIYA.P*** | | | | |
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