

JUBAIRIYA.P

*DUBAI (UAE)*

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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* |

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| *"****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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