

RESHMA EDAPPETH

Sharjah, UAE

Email: reshmaskare@gmail.com

Phone: +971567488322

WORK EXPERIENCE

- **Administration cum Documents Controller, Jamal Al Marri Mobiles Phone Trading LLC,** Sharjah, United Arab Emirates(Feb 2019 to Present)
- **Administration & VAT Consultant, CERA Associates,** Sharjah, United Arab Emirates(Jan 2018 to Jun 2018)
- **Back Office Administration, Cocoa Melts Chocolate,** Dubai , United Arab Emirates(Apr 2017 to Sep 2017)
- **Office Administration, Calicut University Campus,** Kerala , India(Feb 2013 to Oct 2014)

EDUCATIONAL BACKGROUND

- **Calicut University,** Malappuram, Kerala:, **BA English,** 0,
- **Calicut University,** Malappuram, Kerala:, **MA English,** 0,
- **S S U S Kalady,** Ernamkulam:, **MPhil in English,** 0,

SKILLS

- **ms office**

PERSONAL BACKGROUND

° **Birthday:** - 1990-05-04