



SHILKA P V

Abu Dhabi

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Phone: +971 545034320 , 0568089442

FRONT OFFICE RECEPTIONIST & SALES

Indian

Date of Birth

18.06.1994

Visa Status

Husband Sponsored

Visa

Linguistic Abilities:

English

Hindi

Tamil

Malayalam

Sex

Female

Marital Status

Married

My objective is to pursue a highly rewarding career, seeking for a job challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

Work Experience

Nirvana Travel and Tourism Abu Dhabi Counter staff -
Sheik Zayed Heritage Festival - Al Wathba (From 20th
November 2020 to 20th February 2021)

Greenland medical supplies accountant cum sales

I am worked for MEDLIE MEDICAL CLINIC Abu Dhabi as an GRE
(02/2020-04/2020)

EKALAVYA COMPUTER EDUCATION CENTRE in India
(08/2018-04/2019)

Education Qualification

Dip. In Accounting (Indian & Foreign) Tally, Tradease,
Peachtree, Quick book. Sree Sankarachariya Computer
Center, Taliparamba (2018)

Post –Graduation in Sanskrit College, Payyanur (2017)

Graduation in Sanskrit, Sanskrit College, payyanur (2015)

Higher Secondary, General Education Department of Kerala

Govt. GHSS Mathamangalam (2012)

Matriculation, General Education Department of Kerala

Govt. GHSS Mathamangalam (2010)

Skills and Abilities

- ⊕ Able to interact with all ages.
- ⊕ Leadership quality
- ⊕ Self-motivated
- ⊕ Good organized skills
- ⊕ Computer Programing
- ⊕ Good Decision making, hard working
- ⊕ Able to work in any flexible working schedule
- ⊕ Self-Confident
- ⊕ Client engagement
- ⊕ MSOffice
- ⊕ English proficiency
- ⊕ Problem solving and negotiating techniques

Declaration

I solemnly declare that all the above information is correct to the best my knowledge and belief.

SHILKA P V

Abudhabi

