



SIJI KAITHARATH STANEY

OFFICE ASSISTANT

PERSONAL OBJECTIVE

Office Assistant with 3+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Looking to leverage my knowledge and experience into a role as Office Assistant.

SKILLS & ABILITIES

Word Processing, Excel, Power Point, Tally, Communication Skill, Customer Service

GET IN TOUCH

Dubai | United Arab Emirates
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Visa Status-Visit Visa/ April 2022

WORK EXPERIENCE

OFFICE ASSISTANT

BLUEBERRY (Distributors for ITC Ltd) | KERALA | INDIA | August 2019 - September 2021

- Fulfilled office assistant duties for a fast-paced distribution company. Maintained customer relationships, handled distributing, communication logistics.
- Used MS Office, Word, and Excel for correspondence, scheduling, and reports. Decreased clerical errors.
- Performed data entry for all sales orders. Completed and sent sales orders to warehouses. Noticed a recurring problem.

OFFICE ASSISTANT

HIGHNESS FINANCE PVT LTD | KERALA | INDIA | August 2018 - July 2019

- Performed all distributing office assistant duties in a front office. Performed daily administrative tasks to keep the office running smoothly.
- Communicated with insurance companies to ensure proper billing.
- Handled office assistant duties in several temp and freelance positions.

AUDIT ASSISTANT

BS TRADING | KERALA | INDIA | May 2015 - September 2017

- Vouching, checking day book, bank & cash book, ledger, journals etc of company.
- Assist on the preparations of the financial reports, reconciliation and assist in audit requisites as assigned.
- Setting up and maintain the books of accounts and ancillary ledgers.

EDUCATIONAL HISTORY

St. Thomas College | Thrissur | Kerala | India

Masters of Commerce - 2015

St. Thomas College | Thrissur | Kerala | India

Bachelor of Commerce - 2011