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Defence road, Abudhabi,UAE

## SKILLS

Financial skill (Analyzing, financial reporting, and decision making.)

Oral and written communications skills.

Time management

Leadership

Self management

Work ethics

Problem-solving

Flexibility

## PERSONAL DETAILS

Date of Birth : 27/10/1996

Marital Status : Married

Nationality : Indian

City : Thiruvananthapuram

State : Kerala

Passport : P IND S8645386

Current city : UAE, Abudhabi

## INTERESTS

Reading, teaching, and socializing with friends and family.

## OBJECTIVE

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

## EXPERIENCE

**AL AFANDI BUILDING MAINTENANCE L.L.C.**

February 2022 -

Receptionist cum front officer

Excellent administrative, organisational, time-management, and general reception skills.

A confident, clear, and calm communicator.

The ability to use your initiative.

Phone and front desk reception.

Database & records management.

Customer service.

Accurate relaying of messages.

Payment processing

**Heather homes construction company** June 2021 - December 2021

Accounts executive

Extensive account management experience

Superior ability to cultivate strong and durable client relationships

Exceptional negotiation and leadership abilities

High proficiency with MS Office and account management softwares

Outstanding written and oral communication skills

**NIMS Medicity Neyyattinkkara, Thiruvananthapuram**

Internship @ finance department

Dec/ 2020 - Jan/2021

Quick learner.

Keen observer.

Ability to carry out instructions.

Good communication and interpersonal skills.

Analytical.

Good finance concepts.

## EDUCATION

Interested in learning and teaching new things.

Interested in research works and its publication.

Listening to music

Reading

Travel

Photography

Art

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## LANGUAGES

English

Malayalam

Tamil

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**Christ Nagar College, Kerala university**

2021

M Com Finance

1st class

**Christ Nagar College, Kerala university**

2019

B Com Tax Procedure And Practice

2nd class

**Govt. HSS, Tvm**

2015

Plus two

Percentage: 84 %

**St. Theresa's Convent GHSS, Neyyattinkara, Tvm**

2013

SSLC

Percentage:73%



## PROJECTS

**Customer Relationship Management On Life Insurance Corporation Ltd.**

Duration of 3 month with team member

**A study on buying habits in E-commerce website with special reference with private sector employees in Technopark**

Individual work with duration of 2 month



## ACHIEVEMENTS & AWARDS

Presentation : Cyber security and digital marketing

Worked in a project titled "CRM ON LIC"



## COMPUTER SKILLS

Tally

Microsoft spreadsheet

Microsoft Office excel

Microsoft Office power point



## DECLARATION

"I hereby declare that the facts given above are genuine to the best of my knowledge and belief." "All the information mentioned above in the resume is correct to the best of my knowledge and belief."

"All the details mentioned above are true and correct to the best of my knowledge and beliefs."



