

Mrs. RESMI RAVICHANDRAN

United Arab
Emirates Sharjah
Muwaileh
Phone: +971 58 939 3984
E-mail: resmiravichandran@gmail.com



- Objectives:

Seeking a challenging position as a Team Player where my skills and experience in Sales, Marketing, administration, and customer support can be put in entire growth of the organization and my career development.

- Capabilities:

I have gained fairly good experience in the areas of Cash Handling, Data Entry Operation Marketing, customer support, and General Administration. I am also well experienced with MS Office and Tally. I am Cashier, customer support, Administrator with multi-functional potential and can execute my duties with great dedication and responsibility. I can surely perform as Cashier, Customer support, marketing executive, and General administration.

Experience

Diya motors, Hero moto Corp Dealership From 24-02-2007 to 20-12-2021

Accounts Assistant cum Data Entry Operator

- All cash dealings including petty cash and banking,
- Preparation of Balance Sheet & Ledgers
- Voucher entry in Tally/ERP
- Make profit & Loss report and submit to the Manager.
- Analyze cash flow and suggest effective method to increase the profitability of the organization.
- Prepares, compiles and sort documents, Transcribes source data into the required electronic format
- Transfers information from paper formats into computer files using Keyboards Data recorders or optical scanners
- Maintains a satisfactory level of quality and productivity per department standards, Maintains a filing system and protects confidential customer information

MATRIX SYETEMS

SALES & ADMINISTRATION 2005 to 2007

- Provide customers with quotations
- Represent your organization at trade exhibitions, events and demonstrations
- Negotiate the terms of an agreement and close sales
- Gather market and customer information and provide feedback on buying trends
- Identify new markets and business opportunities
- Record sales and send copies to the sales office
- Persuading customers to buy a product Be informed of the products' specifications and information
- Identifying customer needs and directing them to an appropriate product
Managing inventory

QUALIFICATION

- **Bachelor of Science (B.Sc.) in Zoology (April 2005)**
Kerala University (Fatima Mata National College, Kollam)
- **Board of Higher Secondary Examination of Kerala (March 2002)**
Vimala Hridaya Girls Higher Secondary School. Kollam)
- **Computer Diploma [Major]**
MCC Computer Education, Tally (Base), Kerala - MS Windows - Word, Excel, Power Point.
- **Diploma in Logistics and Supply Chain Management**

Skills

- Possess good communication Skills, Flexible& Focused, Basic Computer Proficient
- Ability to work under pressure
- Honest and ethical
- Speed interaction with new environment
- Talking to others to convey information effectively
- Adjusting actions in relation to others' actions

HOBBIES

- Reading & Gardening

PERSONAL DETAILS

Language Known	English, Hindi, Tamil, Malayalam
Nationality	Indian
Sex	Female
Date of Birth	04-02-1984
Marital Status	Married
Visa Status	Visit
Passport No.	T9915744
Visa Expiry	24-03-2022
Home Phone	+971589393984, +9199995370010

DECLARATION

☒ I hereby declare that the above-mentioned details are true and accurate to the best of my knowledge and belief.



Mrs. Resmi Ravichandran

Place: Sharjah