



NIVEDHITHA UNNI. K

Professional Goals

Ambitious to embark on strategic level positions in a dynamic environment, where i can utilize my professional and leadership skill in accordance with the latest trends and to be part of a team that dynamically works for the growth of the organization and gain satisfaction.

Get in touch!

Mobile:

0503212928

Email:

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Address:

Al qusais, Dubai

Visa status : visiting

DOB-09/03/2000

Academic History

B. com co-operation

Collage - Lions educational trust college, Mudappallur, Palakkad

University - Calicut university

Year - 2018-2021

Percentage of mark -69.30%

Plus two

School - PKHSS Mannapra

Board - DHSE

Year - 2015-2017

Percentage of mark - 82.25%

SSLC

School - BCHS Mukkattukara

Board - DHSE

Year - 2014-2015

Percentage of mark - 75%

Work Experience

AI IKHAA GROUP (Dubai)

Currently working as a trainee

Responsibilities

- Preparing and maintaining invoices
- Verification of documents
- Management of bank transactions and reconciliation
- Preparing and issuing cheques
- Filing of documents
- Updating journals and ledgers
- performs administrative and clerical works
- Knowledge in MS office and Tally

Languages known

English:

Read, Write, Speak

Hindi:

Read, Write

Malayalam:

Read, Write, Speak

Tamil:

Speak