



BINI SARA CHERIAN

PERSONAL DETAILS:

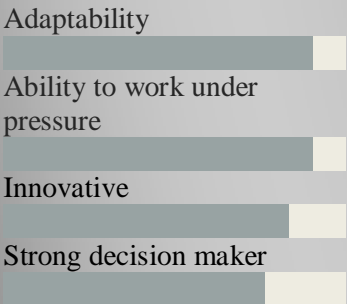
Al Mazoon building,
Damascus Street,
Al Qusais, Dubai, UAE

Phone: +971 563848408

Visa: **Employment visa**

binisaracherian93@gmail.com

PROFESSIONAL SKILLS:



SOFTWARE SKILLS:

- **TALLY ERP9**
- **WORDPRESS**
- **MS OFFICE**
- **HTML**

➤ **SUMMARY.....**

To be a potential resource to the organization where I can utilize my skills and knowledge which would help the organization to grow and further enhance my growth profile. It would be my never ending dedication to maintain the spectrum of integrity, honesty and character.

➤ **EXPERIENCE.....**

○ **Telesales Executive, BREIGNS MANAGEMENT CONSULTANCY**
DEIRA, DUBAI — April 2020 to July 2020.

Works as a **Telesales executive** in a **DSA of Mashreq Bank**.

Accomplishments:

- Able to work under stress.
- Experience of working to targets in a sales environment.
- Good spoken and written language skills.
- Outstanding negotiation skills with the ability to resolve issues and address complaints

○ **ACCOUNTANT AND ADMIN ASSISTANCE, ZAAS ADVERTISING LLC**
AL NAHDA, DUBAI — August 2019 to March 2020

Works as an **Accountant** in a **Channel Partner of du Telecom**.

Accomplishments:

- Maintain day to day reports and office administration.
- Familiar with accounting software's like tally.
- Compiling and presenting reports.

○ **ADMIN CUM WEB DESIGNER, TAMARINDBASE INTERIORS LLC**
BUSINESS BAY, DUBAI — February 2019 to July 2019

PERSONAL DETAILS:

Date of Birth -25- August-1993
Marital Status - Single
Nationality -Indian

PASSPORT DETAILS:

Passport No : M1501552
Date of Issue : 23-Aug-2014
Date of Expire: 22-Aug-2024
Place of Issue: Cochin

Worked as a **social media developer** as well as an **admin**.

Accomplishments:

- A self-directed worker with superior time management skills.
- Write social media posts daily on behalf of the company for Facebook, LinkedIn, Instagram and Twitter.
- Prepare reports for a wide variety of company departments, such as accounting and human resources, using the entire Microsoft suite of software.

○ **JUNIOR ACCOUNTANT, POPULAR
FINANCE
KOTTAYAM, KERALA, INDIA** – November 2014 to September 2015

Worked as a **Junior Accountant** in a private firm.

Accomplishments:

- Have an interest in keeping up-to-date to new updates.
 - High sense of accountability.
- Well known of accounting terms and policies.

➤ **EDUCATION.....**

○ **POST GRADUATION IN COMMERCE - 77%**
Saintgits college of Applied Sciences — 2015-2017

Specialized in E-commerce from MG University, Kerala, India

○ **GRADUATION IN COMMERCE - 80%**
Bishop Speechly College for Advanced Studies — 2011-2014

Specialized in Computer Applications from MG University, Kerala, India.

○ **HSC (COMMERCE STREAM) - 85%**
Mt. Carmel HSC — 2009-2011

➤ **CERTIFICATE.....**

- Created a Company website using Word press software.
- Undergone value added course in Indian Fiscal Economics during 2016-17.
- Presented a paper entitled "Improving customer experience through advancement in Digital Banking" in KG College, Pampady, Kottayam.
- Passed in Business English Certificate, Preliminary Exam conducted by Cambridge University.
- Won the Award of College Topper of SCAS, Kottayam, India.
- Published a paper at ScasEon Commerce Journal.

➤ **DECLARATION.....**

I hereby declare that the information provided above is true to my knowledge and belief.

BINI SARA CHERIAN