



**REMYA KRISHNA. P**

054 771 6424, Email: [remyakrishnapandiyath@gmail.com](mailto:remyakrishnapandiyath@gmail.com)

**CAREER OBJECTIVE:**

Well organized and hardworking Administrator / Accountant with 12 years' experience seeking a Position

**PERSONAL DETAILS:**

Age	33
Marital Status	: Married
Nationality	: Indian
Passport	: U2054899

**EDUCATION:**

2006 – 2009	: Bachelor of Commerce (Calicut university) - P.G center Trissur
2006	: Plus Two (computer Science) - GVHSS Thalikulam
2003	: S.S.L.C - St. Joseph's high school Enamakkal

**COMPUTER SKILL:**

P.G.D.C.A  
Tally ERP 9 + TDS + GST  
Graphic Designing  
M S Office & Good Typing Speed

**WORK HISTORY:**

**1. Designation : Administrative Executive**

Organization : **ACTS LLC (Advanced Cool & Technical Services), Dubai**

Duration : September 2021 to Present

- ✓ Preparing, organising and storing information in paper and digital form.
- ✓ Dealing with queries on the phone and by email.
- ✓ Managing diaries, scheduling meetings
- ✓ Managed Staffs work Schedule depends customer request
- ✓ Planned and arranged travel itineraries, Track Incomes and prepared expense reports
- ✓ Maintained confidential client files and information
- ✓ Documents handling of labors and do all the Procedures for visa Renewal
- ✓ General Office Duties



Edit with WPS Office

## 2. Designation : **Administrator**

Organization : **S S BAZZAR , ERNAKULAM**

Duration : January 2019 to August 2020

- ✓ Ensuring good customer service And Works as manager too
- ✓ Processed invoices, distributed mail, ordered supplies, processed
- ✓ Coordinating business operations and Improving administration processes
- ✓ Examine the income and expenditure of the individual or organization
- ✓ Undertake audits, conduct financial investigations and manage insolvency Allocating budget resource
- ✓ Monitoring cash dealings with customers, establishing bank accounts and funds, manage cashflow and Chasing payment with client

## 3. Designation : **Administrative Assistant**

Organization : **JAZEERATH AL NOOR** Technical service, **BURDUBAI**

Duration : February 2018 to May 2018

- ✓ Managed Staffs work Schedule depends customer request
- ✓ Planned and arranged travel itineraries, Track Incomes and prepared expense reports
- ✓ Maintained confidential client files and information
- ✓ Documents handling of labors and do all the Procedures for visa Renewal
- ✓ General Office Duties

## 4. Designation : **Accountant**

## 5. Organization : **PLUMBING KERALA , THRISSUR**

Duration : June 2009 to November 2017

- ✓ Analyzed project goals, planed schedule of deadlines for project completion, monitored project costs and scheduled to ensure project does not exceed the approved budget
- ✓ Acted as a customer relations specialist. Coordinated daily, weekly and monthly Participated in daily team meetings to ensure work load was properly delegated among the team. Managed customer requests for information
- ✓ Purchase, Stock Handling and Distribution of purchased materials to the ongoing sites

❖ Volunteer of **BODHI** (Blood & Organ Donation Harmony Initiative)

❖ Volunteer of **SOLACE** (organization for Children's who have autism)

