

PARVATHY P. NAIR

Accountant | HR Assistant | Office Admin

PROFILE

To pursue highly challenged career in the field of administration, HR & Accounts by investing my knowledge, experience, and ideas to develop high caliber professional skill and effective management technique through an innovative and socially committed organization.

PROFESSIONAL EXPERIENCE

Accountant Cum Admin & HR Asst. Jan 2019 -July 2021Saeed Rashed Gen. Maint. Cont. LLC-Ajman, UAE

Job Description:

- Following standardized company procedures relating to all aspects of Office performance.
- Perform filing, data management, drafting and editing short office memos.
- Maintain Petty Cash book & Internal Audit: Store & Accounts Book.
- Prepare brochures, publications, reports, and relevant material.
- Determine and launch office procedures.
- Order workplace supplies and maintain record.
- Updating databases with confidential and relevant information.
- Assisting HR to prepare various employees related reports and files.

Accountant cum admin Aug 2021- DEC 2021 Al Nahda Medical Center - Dubai, UAE
(Providing Government Services in the UAE)

Job Description:

- Medical services
- Emigration services
- Customer services
- Pro works

Accountant & office coordinator JAN 2022 to JUL 2022
TEKA KUCHENTECHNIK UAE LLC (044194300)

JOB RESPONSIBILITIES

- Preparation of sales order through Microsoft Navision (ERP)
- Converting sales order to purchase order
- Preparing commercial invoice sales credit memo
- Follow up with logistics company for releasing materials
- Scanning business cards and creating a customer database
- Postage & courier of the group
- Preparation of local purchase order
- Assisting to accounts department

ACADEMIC QUALIFICATIONS

- **Master of Business Administration (MBA 2012-2015)**
Anna University, Chennai-India.
- **Bachelor of Arts (Economics 2009-2012)**
MG University, Kerala, India
- **Plus Two (Commerce 2009)** Kerala State Board
- **SSLC (10th 2007)** Kerala State Board



CONTACT INFORMATION

Mobile +971 55 374 3318

Email parvathinair0117@gmail.com

Address Dubai, UAE

SKILLS

- ❖ Self-confident
- ❖ Good command over Calculations.
- ❖ Leadership and implementation skills
- ❖ High adaptability.
- ❖ Quick learner.
- ❖ Loyal towards work and duties.
- ❖ Can work under stressed condition.
- ❖ Good communication skills.

TECHNICAL SKILLS

- ❖ Manual Accounting
- ❖ Tally ERP9
- ❖ Windows & MS Office
- ❖ SPSS
- ❖ **LANGUAGES** English
- ❖ Tamil
- ❖ Malayalam

PERSONAL INFO

- ❖ Date of Birth : 17/01/1992
- ❖ Sex : Female
- ❖ Marital Status : Single
- ❖ Nationality : Indian
- ❖ Passport No. : N9528678
- ❖ Date of Issue : 06/06/2016
- ❖ Date of Expiry : 05/06/2026
- ❖ Visa Status : visit visa