



AMRUTHA R

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Objective

Exceptionally detailed, organized, and highly accurate business professional with a unique ability to successfully manage multiple secretarial projects simultaneously. Proven competencies as an office administrator/front office with the ability to empower others and foster cohesive business environments. Consistently leverage organizational capability to facilitate will-run and streamlined office operation. Deliver outstanding result, leading to increased level of responsibility and recognition. Well- developed interpersonal communication skill to work effectively with people from diverse professional and cultural background. Core areas performance includes:

- ✓ Office supply acquisition
- ✓ Client relationship management
- ✓ Filing/data Entry
- ✓ Microsoft Office suite
- ✓ Typing: 75 WPM
- ✓ Team building and Leadership

CORE COMPETENCE:-

- ✓ Administration and customer service skills
- ✓ Answer phone calls and route them to respective desk.
- ✓ IT skills to work with computerized booking and payment systems
- ✓ Direct visitors to the appropriate person and office
- ✓ Provide basic and accurate information in-person and via phone/email
- ✓ Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- ✓ Develop and maintain a filing system
- ✓ Document expenses and hand in reports
- ✓ the ability to stay calm under pressure and look after several things at once

Professional Experience

➤ Working with EXCEL INDUSTRY CO.LLC(Khizar steel industry) as a ACCOUNTANT from Sep 2019 – till date

- ✓ Preparing Invoices for all the departments like Galvanizing, Scaffolding, Waste Management, Contracting(Ground support) and Service related bookings.
- ✓ Preparing Cash and Cheque Receipts by allocating based on payment narration.

- ✓ Knowledge of ABAP/ACCAPAC.
- ✓ Refunding an invoice that has already been issued or paid or returned for that Preparing Credit note for customer invoice.
- ✓ Maintaining Control sheet of Delivery Order, Service job works, Cheque & Cash received details.
- ✓ Maintaining Petty cash.
- ✓ Cash handling, depositing cheques and cashes on daily basis.
- ✓ Followup the customer for collection of Payments by sending Statement of Account.
- ✓ Preparing Commercial invoice, Boarder Paper, Delivery note, Performa invoice, and Export based documents.
- ✓ Followup for the Purchase order from customers and in the same way Delivery Order, Material return voucher, Cancelled Delivery order from Stores.

➤ **Working with BROTHERS GAS BOTTLING & DISTRIBUTION CO.LLC as a ACCOUNT ASSISTANT from Dec 2018 – Apr 2019**

- ✓ Minor Accounting tasks.
- ✓ Clerical duties such as Filling documents, Book keeping, Managing mail, Typing.
- ✓ Preparing financial records like Cash, Credit, Payment, Sales, Order, Receipts.
- ✓ ERP Knowledge.
- ✓ Performing other duties and responsibilities as required or assigned.
- ✓ Maintain filing systems for accounting documents and vouchers.
- ✓ Receive, record and process all purchase invoices and Petty cash payments.

➤ **Working with SUPRAWIN TECHNOLOGIES LTD as a team leader from Dec 2016 – Aug 2018**

- ✓ Working closely with Project Lead/Managers to progress delivery of tasks, deliverables and outputs
- ✓ Liaison with others to co-ordinate tasks and drive alignment to common vision and delivery plan
- ✓ Maintain appointment letters and business cards and clients information in card reader etc
- ✓ Preparation of documents as per project requirement
- ✓ Support colleagues in following project processes and delivery updates using stipulated templates to ensure quality of reporting

➤ **Working with GVK EMRI as a ERO(Emergency Response Officer) from Feb 2016 -Dec 2016**

- ✓ Answer phone calls and route them to respective desk.
- ✓ Ensure all incoming calls are attended.
- ✓ Support and facilitate the completion of regular reports.
- ✓ Vehicle tracking and report to concern team.
- ✓ Keep vehicle ready for emergencies by keeping medical supplies stocked.
- ✓ Preparation of emergency call report and submitted to head office.
- ✓ Ability to produce best result in pressure situation.

Computer Knowledge

- ✓ Proficient in Basic use of computer.
- ✓ Well versed with MS office (MS Word, MS Excel, MS power point, DTP:Adobe Photoshop)
- ✓ Internet savvy.

Academic

- ✓ Qualification : Bachelor of Computer Applications.
- ✓ Board/University : Bangalore University.

Personal Details

- ✓ Date of Birth-07/01/1995
- ✓ Passport No- S3328126
- ✓ Visa status – Presently Company visa.
- ✓ Nationality- Indian
- ✓ Marital status – Married
- ✓ Languages Known- English, Kannada, Hindi
- ✓ Availability – Immediately available for an interview.

DECLARATION

‘I hereby declare that the information above given are true and to the best of my knowledge and belief.’

YOURS SINCERELY

Date: 08/03/2020

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