



ANNIE NEENU SJ

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+971-525802772

7.3 Years of Experience as
Accounts Assistant | HR | Admin
| Academic Counselor| Customer
Service Associate

LANGUAGES KNOWN

- ✦ English
- ✦ Malayalam
- ✦ Hindi

COMPUTER KNOWLEDGE

- ✦ Tally ERP 9.0
- ✦ My CRM/ NCRM
- ✦ Word, Excel, Power point
- ✦ Windows 7, 8/ Vista
- ✦ Operating System 2000XP

PERSONAL DETAILS

- ✦ Nationality : Indian
- ✦ DOB : 06.02,1992
- ✦ Marital Status: Married
- ✦ Visa Status :Employment

CURRICULUM VITAE

CAREER OBJECTIVE

In search for a good prospectus in a reputed organization, where I can sharpen, refine my skills and knowledge to the maximum and at the same time, endeavoring my best to carry out organizational objectives most efficiently with at most dedication.

CORE COMPETENCIES

- Highly motivated, planning and follow through to achieve results.
- Flexible to learn new technique & skills to accentuate the workflow.
- Proven communication skills.
- Self-Confident and Great Patience.

EDUCATIONAL QUALIFICATION

- MBA in Finance Management(Sub: Human Resource)
- Diploma in computerized Instrumentation and Automation
- BSc. Physics
- Higher Secondary Education

WORK EXPERIENCE

Capital Group of Companies | Dubai, UAE (02/01/2019- Current)

Designation: Accounts Assistant com Admin/Academic Counselor

- **Accounts:** Voucher Entries/ Generate the Invoices/ Keep the records/ Handle the Cash and Account/ Follow up the customers for the payment/ petty Cash/ Monthly Data list.
- **Admin com HR:** WPS Salary/ Payroll calculations in excel/ manage the office activities/ Labor Supports.
- **Academic Counselor:** Call the customer's for the Business/ Enroll for the admission/ solve the doubts and explain about the courses/ Online Registrations/ Follow- ups/ Find out the new lead (sales and marketing)
- Pioneer Transport LLC | Dubai, UAE (3 Months) Designation: Accounts Assistant
- **Accounts:** Generate the bill invoices/ Journal& Voucher Entries/ Follow up the Sundry Creditors/ WPS/ Account Payables& Receivables/Bank Reconciliation/ Maintain the records/ Monthly income& profit calculations in excel.
- Medi- Tech Diagnostic Centre | Cochin, India (4years 3month) Designation: Accounts Assistant com Admin
- **Accounts:** Generate the bill invoices/ Handle the Accounts& Cash/ Bank Transactions/ Inventory Management/ Follow up the Creditors/ Maintain the docs& keep the records (Attendance/ Bank& Cheque/ Cash& Day Books.
- **Admin:** Salary Computations/ Sending e-mails& Attend the phone calls/ Manage the customers in the absence of other staffs/ Arrange the Monthly meetings
- First Source | Cochin, India (1year 2 month) Designation: Customer Service Associate
- **Customer Service:** Follow-up/Attending& solving Customer Complaints/Promoting the Business & Achieving Target/ Quality checking.

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge. Documents and Certificates can be produced as demanded.

Sincerely,

ANNIE NEENU SJ