Meera Akhil

Jr. IT Engineer| Administrator¦ HR Officer|Document Controller

📞 +971 567657146 ✉ meerakhil16@gmail.com

Visit Visa validity
• 26.01.2021

Profile

Result-oriented person with an upper hand in planning, coordination, supervision and time managed execution.

Skills & Abilities

- Priority management
- Interpersonal communication
- Organizational Management
- Procurement & Document Management
- Customer Service
- Co-Ordination

Education

BACHELOR OF TECHNOLOGY | CUSAT, KERELA

Computer Science Engineering- 2015 Graduated

Basic knowledge in software's C, C++, PHP, SQL and Efficient in Microsoft software's

Work Experience

ADMINISTARTOR/ACCOUNTANT
NILAMBUR MUNICIPALITY
APRIL 2016 – MARCH 2018

Job Responsibilities:

- **Involved in a Project on "Waste Management" called "Shudhi Solutions" for Nilabur Municipality.**
- Calculation & data entry of entertainment taxes under the municipal area.
- Preparation and Renewal of Housing tax for buildings under municipality on monthly wise and submitting financial report to the lead.
- Data entry of Budget details.
- Bill collection and Certification for the same.
- Preparation and Renewal of Housing tax for buildings under municipality on monthly wise and submitting financial report to the lead.
- Answering incoming calls, taking messages and redirecting calls as required.
- Preparing budgetary sheet and reviewing with the lead.

- Arranging both internal and external events.
- Organizing travel and accommodations for staff and customers.
- Retrieving and circulating relevant project documents to internal and external teams

Personal Details

- Full Name   : Meera GR
- Languages Known   : English, Malayalam, and Tamil
- Address   : Dubai, UAE
- Visa Status   : Visit Visa
- Nationality   : Indian
- Marital Status   : Married
- Passport Number   : T8495128

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above-mentioned particulars.

Date: 03/11/2020   Meera Akhil
Place: Dubai