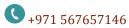


Meera Akhil

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

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
 Procurement & Document Management

· Interpersonal communication · Customer Service

· Organizational Management . 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

<u>Job Responsibilities:</u>

- · 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