

## REMYA KRISHNAN



### CONTACT

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+971 506768025

UAE, Dubai airport free zone

### PERSONAL DETAILS

Date of Birth : 27/06/1993

Marital Status : SINGLE

Nationality : INDIAN

Father's Name : RADHAKRISHNAN  
M. K

Mother's Name : BINDU B

PREFERRED : UAE  
LOCATION

### TECHNICAL SKILLS

DIPLOMA IN COMPUTER  
APPLICATION MS OFFICE(MS  
WORD, MS EXCEL, MS POWER PINT)  
MAILING, SCANNING

Tally ERP9

DIPLOMA IN SALES TAX  
PRACTITIONER COURSE (maintaining  
ledger and daybook)

### LANGUAGE

ENGLISH - READ-WRITE-SPEAKING

MALAYALAM -READ -WRITE-  
SPEAKING

HINDI - WRITE -READ

TAMIL -SPEAK

### PASSPORT DETAILS

PASSPORT NO : P8259105

ISSUE DATE : 24/03/2017

EXPIRY DATE : 23/03/2027

VISA : VISIT VISA

### EDUCATION

ST. MARY'S G. H. S. S. S. PALA

2010

SSLC

62%

ST. MARY'S G. H. S. S. PALA

2012

PLUS TWO

67%

MAHATMA GANDHI UNIVERSITY

2015

BACHELOR OF COMMERCE

C GRADE

M. G. UNIVERSITY

2019- 2021

M. COM FINANCE PURSING

### EXPERIENCE

#### 1) HYPERMARKET

14/09/2015 - 17/02/2016

BILLING AND CASHIER

Greeting customers, collecting payments, using scanning devices, answering to customer inquiries, accepting customer returns, and counting the money in the cash drawer.

#### 2) MJ TELESERVICE

03/03/2016 - 31/04/2018

ACCOUNTANT AND OFFICE STAFF

Assigning work to staff, managing the office, maintaining inventories, and compiling financial records.

#### 3) NADAKKAVIL HOSPITAL

22/09/2018 - 28/02/2019

RECEPTIONIST / FRONT OFFICE STAFF

Handle with OP, inpatient registration, telecommunication, billing and cashier those are included. Directing customers and answering their questions, Complying with procedures, rules, and regulations on keeping a safe and clean.

## AREAS OF INTERESTED AND SKILLS

- \* Keen interests in various financial analysis functions including planning, cost management, risk management, financial reporting, forecasting, investment management and budgeting.
- \* Time management
- \* Leadership Quality
- \* Communication skill
- \* Fast grasping capacity

### 4) AGRICULTURAL COOPERATIVE BANK

01/03/2019 - 02/09/2019

CLERK AND CASHIER (TRAINEE)

Answering the telephone, typing documents, filing, and liaising with clients. Collecting payments and up to date updating all transaction for the system.

### 5) BLUECHIP CORPORATE INVESTMENT CENTRE LTD

26/11/2019 - 30/11/2020

BRANCH ASSISTANT CUM OFFICE STAFF

Develops and maintains dealer relationships, collects payment receipts and properly keep accounts, given proper information to customers in tele communication.

## CAREER OBJECTIVE

To work in a stimulating environment where i can enhance my knowledge and utilize my potential to the best of my ability in conjunction with companies goal and objectives as well as build my professional career.

## PROFILE SUMMARY

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A COMPETENT PROFESSIONAL WITH NEARLY 4.5 YEARS OF EXPERIENCE

- \* Accounting operations
- \* Purchase Entering
- \* Voucher and filling receipts and payment bills
- \* Sales book keeping
- \* Maintain day book and ledger

As an office management major with honour, I'm qualified to accountant with office staff. I have developed interpersonal and customer service skills through my employment experience, and have acquired communication abilities through college education, I have also achieved outstanding grade in high school and college course.

I have experienced with six month billing and cashier in Kidangoor hyper market, Two year accountant cum office staff for fiber optical cable contracting company MJ Teleservice and have six month receptionist and front office staff in Nadakkavil Hospital, six month clerk and cashier( trainee) agricultural co-opertive bank, Presently working at branch assistant Bluechip corporate investment centre Ltd.

Which I'm excited to apply to an office occupation within the workforce to be a successful professional in a globally respected company and to achieve the objectives of the company with honest and to continusly upgrade my knowledge and skills.

## DECLARATION

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I here by declare that the above mentioned information are true and correct to the best of my knowledge and belief can be supported by relevant certificates and documents.

Remya Krishnan