

PREETHI

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Interested Post: Administration & Accounts.

Career Objective:

To enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

Personal Information:

Profile: Female, Married

Nationality: Indian

Date of Birth: 26th August 1987

Skills:

- Hardworking for achieving quality result.
- Quick learner, working under pressure & reach the goal before deadline.
- Good confident level in meeting the challenges and achieving time bounded goals
- Dedication, strong sense of responsibility, excellent ability to perform individually, good interpersonal relations and broad mind to make continuous improvement.

Qualification:

- Master's Degree in Commerce Mangalore University
- Bachelor's Degree in Commerce Mangalore University
- Capitanio PU College, Karnataka Board- Specialization Commerce

Computer Proficiency:

- MS Office , Excel , Word : Expert
- Internet, Outlook : Expert
- Tally : Good

Professional Experience: Total Experience 14 Years

Prior Role - Accounts coordinator – Chiramith Precision (India) , Mangalore.

Period: Since Dec '07 – Apr'19

Job Responsibilities:

- Assisting account manager in business support and management.
- Preparing export documents of customs.
- Assisting account manager in coordinating day-to-day account activities.
- Analyzing invoices to provide invoicing support.
- Assisting in developing and implementing business improvement programs.
- Assisting in providing timely responses to customer request.
- Performing administrative duties like answering calls, faxing, filing etc.
- Schedule business meetings and do follow-ups.
- Preparing salary statement.
- Handling Petty Cash.

Prior Role - HR coordinator – Chiramith Precision (India) , Mangalore.

Period: Since Dec '07 – Apr'19

Job Responsibilities:

- Assisting with all internal and external HR related inquiries and requests.
- Maintaining both hard and digital copies of employee's records.
- Assisting with the performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinating training sessions and seminars.
- Producing and submitting reports on general HR activity.
- Supporting assigned functions.
- Keeping up-to-date with the latest HR trends and best practice.

Prior Role - Accountant – Pushpak Enterprises, Mangalore.

Period: Since Jun '05 – Dec '07

- Preparing invoices and packing list.
- Managing day-to-day account activities.
- Preparing general ledger entries by maintaining records and file; reconciling accounts
- Assisting in developing and implementing business improvement programs.
- Assisting in providing timely responses to customer request.
- Performing administrative duties like answering calls ,faxing, filing et
- Preparing sales tax statement.
- Handling Petty Cash.

Other Details:

Linguistic Proficiency	: English, Hindi, Kannada & Tulu
Passport No	: T57444479
Visa Status	: Husband Visa

Preethi.