

# CURRICULUM VITAE



**SREEDEVI. L**

**Contact no:**  
**+971508482678**

**E-mail:**  
sreedevibhama@gmail.com

**Personal data:**  
DOB:15-05-1985  
Nationality :Indian  
Marital status: Married

## **Languages known**

English  
Malayalam  
Hindi  
Tamil

## **It skills**

MS Office  
Photoshop  
Tally

**Passport No: N9532325**  
**Visa status: Visit Visa**

## **Reference:**

**Athulya Sureshkumar**  
Nurse Supervisor/Secretary  
Al Madina Home care entre  
Sharjah  
Mob: 0567886709

## **Professional objectives**

I am looking for a challenging and fulfilling opportunities in a world class organization that will expose me to best practices and allow contributing to the growth of the organization

## **Skills**

- Manual Accounting
- Computerized Accounting (Tally)
- Efficient in Office application like Word, Excel, PowerPoint etc.
- Office Administration

## **Experience:**

<b>Name of company</b>	<b>Designation</b>	<b>Duration</b>
Ministry of Human Resource development , Govt:Of India	Computer Faculty	March 2007 to Sep 2008
Sree Chithira Thirunal Res.Central School, Kerala	Computer Assistant	July 2013 to Dec 2014
ITLS computer Solutions , Kerala	DTP Operator	May 2015 to Sep 2017
Sevana Associates , Kerala	Junior Accountant	Feb 2019 to July 2019
Al Madina Home Care Centre, Sharjah	Receptionist cum Accountant	Oct 2019 July 2020
Ariacol Electric LLC, Dubai	Admin Clerk	2 <sup>nd</sup> Sep 2020 to 30 <sup>th</sup> Sep 2020

## **Academic profile**

### **• Bachelor of Commerce**

Institution : VTM NSS College, Dhanuvachapuram  
University : Kerala University  
Year of passing : 2005

### **• Higher Secondary**

Institution : GHSS Palugal, Kanyakumari  
University /board : Tamilnadu Higher Secondary  
Year of passing : 2000

### **• 10th level**

Institution : PPMHS Karakonam  
University : Kerala State Board  
Year of passing : 2000

## **Declaration**

Having high regard honesty, integrity, and responsibility, combined with caring attitude, I can be a valued member of your team.

**SREEDEVI. L**

Place: Sharjah  
Date : 01.10.2020