

REMYA KRISHNAN

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0505967157

UAE Karama DUBAI



PASSPORT DETAILS

- PASSPORT NUMBER - P8259105
- ISSUE DATE - 24/03/2017
- EXPIRY DATE - 23/03/2027
- VISA STATUS - VISIT VISA

PROFILE SUMMARY

A COMPETENT PROFESSIONAL WITH NEARLY 5 YEARS OF EXPERIENCE

I'm Remya, complete master degree in commerce. I have applied for this job because I believe the skills, qualities and experience I have (5 & 1/2 year) are strong match for the job description. I handled most of the sectors in business and commercial areas including:

1. Accountant cum office staff
2. Clerk and cashier
3. Hospital in front office
4. Billing and cashier
5. indoor sales & outdoor sales

Over the years I have built up lots of skills and qualities that I believe will be benefit to your organization.

I'm kind of person who will work hard, I will never let you down and I always act as a positive role model when dealing with your customers and clients. I'm looking forward to join with your organization and dream to explore different dimension and development of my skills.

EXPERIENCE

| | |
|------------|--|
| 14/09/2015 | KIDANGOOR HYPERMARKET |
| - | BILLING AND CASHIER |
| 17/02/2016 | Greeting customers, Entered bills for customer purchasing. Collecting purchased bill amount and answering to customers inquiries. The shop closing time counting the money in the cash drawer. |
| 03/03/2016 | M. J. TELESERVICES |
| - | ACCOUNTANT CUM OFFICE STAFF |
| 31/04/2018 | Assigning work to staff. Making attendance report, managing office, Attending calls, maintain inventories and make daily work report, day to day updating for all business transaction to software in system. And to maintain day book and ledger |
| 22/09/2018 | NADAKKAVIL HOSPITAL |
| - | FRONT OFFICE CUM OFFICE ADMINISTRATION |
| 28/02/2019 | Handle with op patient and take to give op ticket and collecting money for customers. Take doctors appointment and properly give answering for customers question. Entering bill for pharmacy and others collecting money for customers. And handling inpatient register to discharging for patient formalities. And to making discharge bill entering and collecting the bill amount for customers. |
| 01/03/2019 | AGRICULTURAL CO-OPERATIVE BANK |
| - | CLERK AND CASHIER |
| 02/09/2019 | managing the office and filing, collecting the payments and deposits for the customers. Attending the calls and up to date updating all transactions to the banking software. Maintain day book and ledger. And keep all receipts and vouchers in date Way's. Every month arranged the chit fund calling day and Informing bank chit fund date to the customers. |
| 26/11/2019 | BLUECHIP CORPORATE INVESTMENT CENTRE LTD |
| - | BRANCH ASSISTANT |
| 30/11/2020 | Collect the client data for head office and calling every client to sale for investment plans and creating new customers. And give services for each and every customers, maintain customers relationship for properly. Answering to customers inquiries for properly in telecommunication. Maintain accounts. |

01/02/2021

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31/06/2021

KEYNES CONSTRUCTIONS AND INTERIORS LLC

SALES AND MARKETING

Canvassing customers and explaining company services to customers. And maintain customers relationship and properly handle to answering their needs and wants to give services for customers. Creating new customers and collecting customers data and updating for system. And used telemarketing system and media marketing they are whatsapp and email, and another social media also using

12/07/2021

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12/11/2021

ALOEHERB GENERAL TRADING LLC

SALES & MARKETING

Maintain customers relationship and properly handle to answering their needs and wants to give services for customers. Creating new customers and collecting customers payments and updating for Accounts department . And used telemarketing system and media marketing they are whatsapp and email, and another social media also using

EDUCATION

2010

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

SSLC

62%

2012

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

PLUS TWO

67%

2015

M.G. UNIVERSITY

B. Com CO- OPERATION

C GRADE

2019

M. G. UNIVERSITY

M. Com FINANCE

PURSUE

TECHNICAL SKILLS

- TALLY ERP9
- DIPLOMA IN COMPUTER APPLICATION
- DIPLOMA IN SALES TAX PRACTICE
- MICROSOFT WORD, EXCEL, POWER POINT MAILING, SCANNING

AREA OF INTERESTED AND SKILL

* TIME MANAGEMENT * PUNCTUALITY * LEADERSHIP QUALITY * COMMUNICATION SKILLS * FAST GRASPING CAPACITY

LANGUAGE

- ENGLISH - READ - WRITE - SPEAK HINDI - READ WRITE - SPEAK MALAYALAM - READ WRITE - SPEAK TAMIL - SPEAK

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.

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 continuously upgrade my knowledge and skills.

BEST REGARDS,
REMYA KRISHNAN
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