

To serve well established organization in a challenging role by contributing my knowledge, experience and management skill and to be a team player adding significant value in achieving its higher level corporate goals and objectives. Whilst building a sustainable long term relationship and career.

Personal Skills

- Aptitude to learn new things, comfortable working in a multicultural environment
- Ability to work under Challenging situations
- Creativity, Self-motivation, honesty, loyalty, responsibility and professionalism.
- Ability to adapt the work environment fast and relocate internationally.

Experience

- **World Inventions Trading LLC (Dubai, UAE)**
 - I. **Designation : Administrative Assistant**
 - II. **Period : May 2019 – August 2021**
 - III. **Roles & Responsibilities**
 - Managing the multiline phone system, determine the purpose of all forward calls to the appropriate personnel. And taking and relaying the messages, providing information to callers.
 - Making Invoices for Sony customers & follow up with customers for payments.
 - Listing properties and making tenancy contracts & other reports related to Invoices, vacating & renting.
 - Resolving issues of properties related to Dewa and Empower.
 - Assisting Accounts department for making Invoices, Expenses and bank related documents.
 - Responsibility for processing Attendance entries, Leave entries of the all employees.
 - Handling Mails, Faxes and sending report by the end of the day on daily basis to head.
 - Help to prepare and organize deliveries.
 - Meet Property agents and tenants to explain about property and requirements.
 - Organizing files, scheduling appointments and meetings.
 - Coordinate property maintenance works and making refunds expenses.
 - Preparing Bank deposits, making authorizations & follow up with banks.
 - Preparation of monthly reports as per the company requirements.
 - Making travel arrangements for senior staffs such as booking flights, car and hotels.



Personal Info

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m

Nationality
Indian

Visa status
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Date of Birth
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LinkedIn
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hinju-puthoo-1a176217b](https://www.linkedin.com/in/c
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Languages

English ● ● ● ● ●

Malayalam ● ● ● ● ●

Hindi ● ● ● ● ●

- **Rabiya Group of Mattress (Kerala, India):**

- I. **Designation : Administrative Assistant**

- II. **Period : September 2016 - January 2018**

- III. **Roles & Responsibilities:**

- Coordinating and managing day activities of the organization.
 - Handling internal external communication.
 - Follow up on potential customers
 - Keep stock supply and place orders.
 - Assist in resolving any administrative problems.
 - Keep stock supply and place orders.
 - Handling Accounts
 - Perform data entry and maintain the records of the all department

- **Falcon Accounts Outsourcing (Kerala, India):**

- I. **Designation : Accountant**

- II. **Period : April 2016 - August 2016**

- Maintenance of daybooks, ledgers an accurately record cash transactions.
 - Preparation of books of accounts.
 - Monitoring payables and receivables.
 - Perpetration of monthly statements.
 - Handling Customer Enquiries and Queries.

Abilities:

- Team Player
- Good Presentation Skills
- Strong communication

Education:

- **MBA (Finance) :-** Sikkim Manipal University , India, Passed out in 2018
- **B.COM (Co-operation):-** Majlis Arts & Science College , University Of Calicut - India , Passed out in 2016
- **Higher Secondary:-** G. B. H.S.S TIRUR, India, Passed out in 2013
- **Other Qualification:-** PIA (Professional Indian Accounting)

Technical Skills:

- Office package: - MS office, (MS word, MS excel, Power point).
- Accounting software: - Tally ERP9, MS excel, ERP software.
- Familiar with internet operations

Reference:

References will be provided upon request.

Date:

Place: Dubai

Authentically,

CHINJU P