CHINIU P

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
 - : May 2019 August 2021 II. Period
 - 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



Personal Info

Addres	S

29 8C Street, Al Qusais, Dubai, U.A.E.

Phone

+971 561263609

E-mail

chinjuputhoor2015@gmail.co m

Nationality

Indian

Visa status

Visit Visa

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.
- \blacktriangleright Preparation of monthly reports as per the company requirements.
- > Making travel arrangements for senior staffs such as booking flights, car and hotels.

Passport Number

S7891851

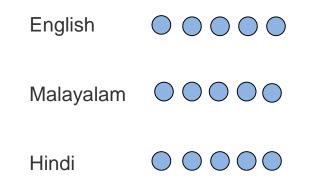
Date of Birth

12/05/1996

LinkedIn

https://www.linkedin.com/in/c hinju-puthoor-1a176217b

<u>Languages</u>



• 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.

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).

Abilities:

- Team Player
- Good Presentation
 Skills
- Strong communication

- 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