

# ASWATHY EM

## ABOUT ME

  
aswathyem89@gmail.com

  
+971554028048

  
Al Butina , Sharjah , UAE

A Graduate in Bsc.Chemistry and BEd in physical science and also completed 2 year post graduate diploma in computer application(PGDCA).Having 1 year UAE experience as Abacus teacher and 5 year home country(India)experience in the fields of Office assistant, Account assistant and teaching .Having good knowledge in MS Office , SAP , CRM. Currently having UAE Residence /Husband visa



## SKILLS

COMPREHENSIVE PROBLEM SOLVING ABILITIES, EXCELLENT VERBAL AND WRITTEN COMMUNICATIONS ,SKILLS TO DEAL WITH THE PEOPLE DIPLOMATICALLY, WILLINGNESS TO LEARN ,TEAM FACILITATOR HARD WORKER, PLEASING PERSONALITY AND PATIENT LISTENER.

## LANGUAGES

ENGLISH - *Fluent*  
HINDI - *Intermediate*  
MALAYALAM - *Expert*  
TAMIL - *Intermediate*

## WORK EXPERIENCE

June, 2019 - July, 2020

### TEACHER

Brainobrain International UAE

Worked as a part time Abacus and NLP teacher

May, 2018 - April, 2019

### TEACHER

Sivagiri Vidyanikethan CBSC School, Ernakulam Kerala, India

Worked as a Mathematics Teacher for Grade 3-7 students

December, 2015 - April, 2018

### ACCOUNT ASSISTANT

ACC Limited, Ernakulam, Kerala, India

Duties and Responsibilities a) Inward and outward register entry and Maintaing files b) Billing and Payment updation in SAP c)Entering Cement and truck details in ACC site and giving tracking application details to our dealers d) Entering payment details of Customers in receipt book and renewal follow up of customers. e) Handling customer support calls and e mails. f) Maintaining attendance register. g) Admin related works. H)Maintaining Inward & Outward courier details. I)Sending the collection reports to concerned department. J) Data management and excel works K)GST updation and verification L) Front office Management M) Handling customer enquiries

January, 2014 - November, 2015

### SYSTEM ADMINISTRATOR

Reliance ADA group , Ernakulam , Kerala , India

Duties and Responsibilities a) Bill payments in Reliance official web portal b) Entering payment details of Customers in receipt book and follow up customers for due payment c) Maintaining attendance register. d) Admin related works. e) Maintaining Inward & Outward courier details. f) Achieving the target given by team leader. g) Sending the collection

reports to concerned department. h)Billing & Report entry of products i) Maintaining Stock report on a monthly basis. j)Closing daily collection at office. ( Cash & card payments ) k) solving customer queries L) Front office Management

## EDUCATION

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March, 2013 - September, 2014	<b>BE.D IN PHYSICAL SCIENCE</b> Jai Bharath BEd training college Ernakulam Kerala <i>Grade : A</i>
March, 2007 - February, 2010	<b>BACHELOR OF CHEMISTRY</b> St. Alberts college Ernakulam, Kerala <i>Grade:A</i>
March, 2005 - April, 2007	<b>PLUS TWO</b> Govt.Girls HSS , Ernakulam, Kerala <i>80%</i>
March, 2004 - March, 2005	<b>MATRICULATION</b> St.Marys C.GH.S.S , Ernakulam, Kerala <i>80%</i>
March, 2008 - April, 2010	<b>POST GRADUATE DIPLOMA IN COMPUTER APPLICATION</b> G-Tech Computer education Courses included MS office , Java, C, C plus , Oracle <i>A</i>
March, 2007 - January, 2008	<b>MS OFFICE</b> Vimal Infotech <i>A</i>

## EXTRA CURRICULAR ACTIVITIES

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### BLOGGING

Development of blogs of various data such as News Blog, History blog

### READING

## PERSONAL INFORMATION

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<b>Birthday :</b>	10/15/1990
<b>Nationality :</b>	Indian
<b>Gender :</b>	Female
<b>Marital Status :</b>	Married
<b>Passport No :</b>	S0904424

**Expiration Date :** 04/10/2028  
**Father Name :** Manoharan E P  
**Mother Name :** Snehalatha P P

## VISA STATUS

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Dependent /Husbands Visa - Valid till july 2022

## DECLARATION

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I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

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Date & Signature