

CURRICULUM VITAE

AARTHI NEYAN M.

Mob: 0527875449

E-mail: aarthineya2316@gmail.com

Visa Status : Employment Visa

Place of Residence : Karama, Dubai



CAREER OBJECTIVE

To obtain a challenging position in a leading communication major, that offers professional growth while being resourceful, innovative and flexible, through which I can increase my knowledge and expertise and use it for generating business that will benefit to Organization and gain satisfaction thereof.

PROFESSIONAL EXPERIENCE

- Worked as a Follow up Clerk at Arabian Landscaping Co.LLC, Dubai – UAE (Ms Word, MS Excel, Mail, Calls Managing, E-filing, Daily accounts, reception) (2018-2020)
- One year experience at Kotak Mahindrea Bank India, as a Tele Sales.
- One year worked as an Office Assistant Tamil nadu, India
- One year worked as a Data Entry cum Telesales at US Medical Insurance Co. India .
- 6 months worked as a Ground Staff at Air India Airlines.
- One year experience as Admin at OM International Travels
- One year worked as a Junior Accountant in Export Company in India

PROFESSIONAL QUALIFICATION

Name of the Institution	:	Annamalai University, Tamil Nadu
Duration	:	From 10/09/2011 to 10/11/2014
Medium of Education	:	English
Qualification Obtained	:	BSc. Computer Science

COMPUER PROFICIANCY

- Microsoft Office Packages (Ms Word, MS Excel & PowerPoint)
- Speed Data Entry
- Basics in Tally

STRENGTH

- Hard working
- Good Communication Skills
- Punctual & Good Listener
- Self-Motivated & Dedicated
- In Passion of Pleasant

PERSONAL INFORMATION

Date of Birth	:	16 TH June 1992
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Passport No.	:	T9257381
Languages Known	:	English, Tamil & Malayalam

DECLARATION

I hereby certify that information written is correct and true through best of my Knowledge and capability.

AARTHINEYAN M.