

# Aswathi Ullas

Secretary : HR Admin

## Contact

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Email: achu.aathi@yahoo.com



### Personal Details :

DOB: 09-Sept-1990

Marital Status: Married

Gender: Female

Religion: Hindu

Nationality: Indian

### Passport Details :

Passport No: K6556156

Date of Issue: 10-Aug-2012

Place of Issue: Trivandrum

### Language Known :

English

Malayalam

Hindi

## Objective

To work in a challenging and dynamic environment, which gives me an opportunity to add value to the company and enhance my knowledge and continuous development of upgrading knowledge by executing of vested responsibilities by the organization with loyalty and integrity.

## Key Skills

- Excellent Communication both Written and Verbal.
- Time Management and Administration.
- Ability to apply academic knowledge to real life situations.
- Flexibility to perform different tasks.
- Motivated and willing to learn and improve skills.
- Self – motivated and energetic.
- Ability to persist with a task until objective is achieved.
- Excellent skills in computer hardware and software.

## Present Experience

Worked as Secretary at Puthran Chartered Accountants- Dubai from 16<sup>th</sup> February 2015 to till 03th August 2017

### Duties:

- Meeting and greeting clients and visitors to the office.
- Typing documents and distributing.
- Supervising the work of office juniors and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Monitoring office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders. Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Updating, processing and filing of all documents.

## Academic Qualification

- Graduated in Bachelor of Computer Applications (BCA) from Amrita VishwaPadam, Amrita School of Arts and Science - Kochi, India.
- Completed Diploma in Computerized Professional Accounting (DCPA) from SIT College, Kottiyam. India.
- Completed Senior Secondary (Grade XII) from New Indian Model School Dubai, United Arab Emirates.
- Completed High School (Grade X) from New Indian Model School Dubai, United Arab Emirates.



### Career Progression

HFDC Life Insurance Kollam Kerala India. (2013 – 2014)

- Responsible for liaising with customers and create an awareness of the diverse plans.
- Initiate one-to-one meetings and provide necessary guidance and suggestions for choosing a plan.
- Maintaining profile records of customers and properly archiving both physical files and digital files.
- Generating records on a monthly basis to show monthly analysis of profit and loss.
- Maintaining strong cordial relationship with the customer and providing after sales service.
- Actively involved in providing IT support to the department.

### Computer Skills

- Proficient in MS Office 2003, 2010, 2013.
- Operating System: Windows 7, Windows 8.

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I hereby solemnly affirm that all the information's mentioned above is true and complete to the best of my knowledge and belief.

(Aswathi Ullas)