

JASEER T Y

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📍 Musaffah , Near Lifecare hospital , ABUDHABI



Objective

To obtain a challenging and progressive position in a company where I can utilize my knowledge, will to hard work and creative thinking aid to achieve the company's goals and customer satisfaction

Experience

HDFC BANK FINANCE

6th November 2019

OFFICE ASSISTANT

- 12th December

Hdfc bank financial service , coimbatore , India

2020

Job Description

- ✓ Sorting and sending mail
- ✓ Maintaining files and dealing with other administrative support tasks
- ✓ Keeping an inventory of office supplies and ordering new ones as necessitated
- ✓ Completing banking transactions and carrying out basic bookkeeping
- ✓ Answering phone calls and taking messages
- ✓ Scheduling meetings and managing calendars
- ✓ Welcoming visitors to the office
- ✓ Providing visitors with information
- ✓ Resolving office - related issues

IT SKILLS

MS office

Tally ERP9

Type writing

Confident to do any accounting software

CONFIDENT SKILL

COMMUNICATION

LEADERSHIP

DECISION MAKING

FAST LEARNER

Education

2016 - 2019	Bharatiyar university / India B.COM (international business) 68%
2014 - 2016	State board PLUS TWO / Commerce (computer application) 63%
2014	State board SSLC 70%

PROFESSIONAL STRENGTH

Sound knowledge on how to develop professionally effective relations with the staff personnel and external professionals of the industry

Capability to bring forth complex accounting issues before the management and ability to come up with optimum solutions for those problems

Highly enthusiastic and persuasive with excellent communication skills

Provide technical support and advice on management

Ensure compliance of clients corporate needs and objective

TRAINING , SEMINAR & ACHIEVEMENTS

Outbound training programme conducted by
"ENRICH ACADEMY" ON 28TH SEPTEMBER 2018 AT ANAIKATTI

Reaccredited by "NAAC" and An "ISO" certified institution conducted by "The finishing school" during the academic year 2018 - 2019

Participated in ALL KERALA LEVEL COMMERCE QUIZ COMPETITION held in November 2015. "LOGIC SCHOOL OF MANAGEMENT" KOCHI

Personal Details

Date of Birth : 29/08/1996
Marital Status : Single
Nationality : INDIAN
Language : English , malayalam , hindi , tamil
Gender : Male
Religion : Islam
Hobbies : Playing (chess, cricket, football) , observe movies