

RESUME

Biroja Banu A **Administrative**

Mobile: +971 507162321

Email: birojabanu1984@gmail.com

Visa Status: Visit Visa

Address: 308, Rashid Lootah Building,
Deira Clock Tower, Dubai-UAE.



OBJECTIVE

To work in a corporate entity which provides a challenging and competitive work Environment and to achieve excellence through mydedicated work.

EDUCATIONAL QUALIFICATIONS

Master of Business Administration in Bharathidasan University, Trichy with 80% in 2010.

Bachelor of Business Administration in Dhanalakshmi Srinivasan College of arts & science for women, Perambalur with 6.2 in 2006.

TECHNICAL SKILLS

- Microsoft Office
- Tally

SPECIAL TRAINING

- Tally – 4 Month course in Jeyram Educational Trust, Perambalur with A Grade.
- Hindi Exam cleared up to RASHTRABHAHA VISHARAD.

WORK EXPERIENCE

Company Name	:	SRM University.
Designation	:	Administrative.
Duration	:	Dec 2019 to Aug 2021.
Designation	:	Hindi Teacher
School Name	:	Sri Ramakrishna Matric. Hr. Sec. School
Duration	:	Jun 2006 to April 2009

WORKING SKILLS:

- Petty cash handling.
- Receivable cash.
- Client payment.
- Vendor payment.
- Company Related Contract handling.
- Document Control.

- Vendor Management.
- Company related Monthly payment process.
- Work Schedule for Non-Teaching staffs.
- Company Vehicle management.
- Vehicle maintenance.

PERSONAL DETAILS

Date of Birth : 04-11-1984
Father's Name : Ahmed M
Mother's Name : Mohamed Bevi
Sex : Female
Religion : Muslim
Nationality : Indian
Marital Status : Single
Mother tongue : Tamil
Language known : Tamil, English and Hindi

DECLARATION

I hereby declare that all the above furnished information is true to best of my knowledge and belief.

**Regards,
Biroja Banu A**

