



NAYANA SOMAN

CONTACT



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Karama, Dubai

COMPUTER SKILLS

⇒ **Excel, Word, Outlook, Power Point**

⇒ **Tally ERP 9**

⇒ **Inventory Software**

⇒ **Quick Books**

⇒ **Winman CA**

PERSONAL DETAILS

D.O.B: 06/11/1990

MARITAL STATUS:
MARRIED

LANGUAGES KNOWN:
ENGLISH/MALAYALAM/HINDI

PASSPORT NO:
K0089958

VISA STATUS:
HUSBAND VISA

ABOUT

- Energetic person offering a wealth experience in interacting with office staff and customers, proficient in Tally ERP, Microsoft Office product (Excel, Word, PowerPoint).
- Hardworking, educated and willing to go the extra mile to complete any tasks. Forward-thinking professional more than 4 years of experience working in fast-paced environment.
- Excellent time-management skills with the ability to prioritize multi- tasks and responsibility while meeting deadlines.

CORE COMPETENCIES

- Excellent interpersonal and **Communication skills, Coordination, Reliability, Team player, Flexible,** and Quick Learner & Enthusiasm.
- Interested in learning new technologies and have the ability to **learn** innovative things.
- Efficient in setting priorities, developing a work schedule, monitoring progress towards goals and tracking details, information & activities.
- Efficient in **Petty Cash** Management
- Expertise in Maintaining day to day books of Accounts in Tally.
- Good accessible knowledge in **TALLY** and **Quick Books**.

EXPERIENCES

1. Receptionist at Mantra Ayurveda Clinic, Dubai – May 2020 - To Present (1+ Year)

Core Area of Responsibilities:-

- Handling front desk.
- Coordinating with Health Insurance companies.
- Scheduled client appointments and maintained up-to-date confidential medical files.
- Able to handle clerical works in the firm.
- Performed general office duties and administrative tasks.
- Booking appointments.
- Petty cash management and handling billing.

2. Operations Executive at ASTER MEDCITY DM Health Care, Cochin, India- 2016 -2018 (2 Years)

Core Area of Responsibilities:-

- Handling front desk.
- Performed general office duties and administrative tasks.
- Booking appointments through telephone.
- Managed the internal and external mail functions.
- Scheduled client appointments and maintained up-to-date confidential medical files.
- Coordinating appointments of doctors with other departments.
- Sending medical reports to patients.
- Coordinating the day to day activities in the department.
- Reporting the day to day activities done on the department to Manager and HOD.
- Reporting the bills and collections to the Finance department and to the Department Manager.

**3. Business Development Executive at PRIME TIME EVENTS AND
MANAGEMENT, Cochin, India-2015-2016 (1 Year)**

Core Area of Responsibilities:-

- Finding and selling events.
- Marketing the events through tele calling.
- Event planning.
- Coordinating events and walk in clients.
- Arranging meeting with clients and management.
- Recording and reporting day to day activities to management and to concern departments.
- Handling inventory, petty cashbook and payrolls of the office staff.

EDUCATION

- **Post-Graduation MBA (Finance & Marketing)** 2013-2015 with first class. Manonmaniam Sundaranar University, Tirunelveli.
- **Bachelor's degree in Computer Application (BCA)** 2009-2012 with first class. Bharathiar University, Coimbatore.
- Higher Secondary Education Board, Kerala/ Plus Two – Science (biology and mathematics) 2009 with first class.
- Kerala State Board, SSLC -2007 with distinction.

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

Thanks & Regards,

NAYANA SOMAN