



# HEMA HARIKUMAR

BACHELOR OF SCIENCE

## CONTACT

+971588725039

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Sharjah, UAE

## PERSONAL DETAILS

GENDER : FEMALE  
DATE OF BIRTH : 14-11-1998  
NATIONALITY : INDIAN

## PASSPORT DETAILS

PASSPORT NO. : Y8834530  
DATE OF EXPIRY : 03-09-2033

## SKILLS

- Data Entry
- Public Relations
- Teamwork
- Time Management
- Leadership
- Communication
- Critical Thinking
- Financial Reporting
- Attention to detail
- Scheduling
- Multitasking!
- Inventory Management

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

## REFERENCE

Available upon request

## ABOUT ME

Versatile and detail-oriented professional with comprehensive experience across inventory management, administrative support, office assistant and sales promotion. Adept at maintaining accurate inventory records, conducting regular audits, and ensuring optimal stock levels. Skilled in data entry, financial reporting, bookkeeping, and proficient in using ERP systems and Microsoft Excel for inventory and financial management.

## EDUCATION

2020-2022 DIET THIRUVALLA

- D.El.Ed [ diploma in elementary education]- 92%

2017-2020 MG UNIVERSITY

- B.Sc BOTANY

2021-2022 G-TEC COMPUTER EDUCATION , THIRUVALLA

- G-Operator [ MS OFFICE]
- TALLY

## WORK EXPERIENCE

### OFFICE ASSISTANT/ OFFICE CLERK

MT LOWER PRIMARY SCHOOL, KERALA, INDIA

- Manage office tasks, including filling, data entry and correspondence.
- Handle billing and payments, including processing invoice and receipts

### INVENTORY CONTROL CLERK CUM ACCOUNTANT

KAIYATHARAYIL ENTERPRISES Pvt. Ltd

- Prepare and maintain daily inventory, reports
- Manage day to day operations of the warehouse, including receiving, storage and distribution of products
- Generate regular reports on stock levels
- Data entry of purchase and bill details
- Performing regular stock checks and reporting any issues to the supervisor
- Handling petty cash.

### SALES PROMOTER

Kerala Agro Society, Nedumangad

- Demonstrate and explain the features and benefits of products to potential customers

### CASHIER

Signature Multi-Cusine Restuarant, Kerala

### ONLINE BUSINESS ENTREPRENEUR

## DECLARATION

I hereby declare that the above- mentioned information is true and bear the responsibility for the correctness of the above-mentioned particulars.

HEMA HARIKUMAR