

**RAGINA LINESH**  
**HR/Admin Assistant**

**Dubai, U.A.E**

**Mob:** 00971 52 8652823

**E-mail:** raginalinesh@gmail.com



## Career Objective

A self-motivated, enthusiastic, dedicated & experienced individual, determined to work in a fast paced challenging environment, looking for a suitable position in an organization, where I can apply the knowledge acquired from my academics and practical exposure so as to further improve my skills to reach new horizons effectively.

## Key Skills

- ❑ Good Organizational skills & very careful to details
- ❑ Excellent written & oral communication skills
- ❑ Highly trustworthy, discreet & strong work ethics
- ❑ Ability to learn new concepts & improve the existing ones
- ❑ Ability to handle multiple tasks & work under pressure
- ❑ Excellent typing skills (less than 40wps)

## Educational Qualifications

- Completed **Master of Business Administration** (HR & Marketing) from University of Calicut
- Completed **Bachelor of Commerce (IT)** from University of Calicut
- Secondary: **+2 Commerce** from Kerala State Board
- Elementary: Completed from Kerala State Board

## Computer Skills

- Proficiency in MS Office package (Microsoft Word, Excel, Access, PowerPoint, Outlook)
- Accounting Software: Tally (Tally ERP 9)
- Accounting Package: Diploma in Indian and Foreign Financial Accounting (**DIFFA**)

## **Career History**

### **Essaar & Associates Chartered Accountants (July 2015- March 2020)**

**Position Held: Administrative Assistant**

**Main Responsibilities:**

- Prepares Invoices, sending & follow up payment
- Assisting the preparation of WPS
- Assisting the Visa process and Medical Insurance.
- Enter all invoice & receipts in accounting software **Sage**
- Maintain the personal records of employees on matters such as wages leave and prepare associated management report.
- Answers phone calls and queries/E-mails from potential and existing customers
- Performed general & routine administrative and HR works.
- Was entrusted with the duty of collecting and recording cash collections on a daily basis.
- General duties such as handling petty cash and ordering stationery etc.

### **Glare Graphic Advertising L.L.C. Dubai, U.A.E (February 2015-May 2015)**

**Position Held: Administration Coordinator**

**Main Responsibilities:**

- Creating invoice, Filing receipts and dealing with all financial documentation
- Answering & dealing with incoming & outgoing telephone calls
- Filing, binding reports, photocopying, scanning, faxing documents
- General duties such as handling petty cash and ordering stationery etc.

### **Bharath Auto Service (EICHER Service Centre), Kerala (January 2012-December 2013)**

**Position Held: Accountant cum Adminstrating Officer**

**Main Responsibilities:**

- Generates Sales Invoices & ensured the payment collection was done on time.
- Responsible for preparing monthly payroll statements.
- Prepares receipts and maintained proper record of bank statements, reports, vouchers and other supporting documentation.
- Prepares LPOs & Quotations.
- Performed other accounting tasks under the instruction of Finance Manager.

**Masters Academy, Kerala, India (December 2010-December 2011)**

**Position Held: Administrating Officer**

**Main Responsibilities:**

- Handled basic administrative and clerical works.
- Maintained proper track of employee leave and attendance.
- Assisted in payroll preparation.
- Maintains proper records of each student as per the organization's policy.
- Prepares LPOs and assists in payment processing for suppliers.
- Attending calls and guiding them to the right person in charge.

**Personal Details**

<input type="checkbox"/> Age & Date Birth	:	33 Yrs, 30/05/1988
<input type="checkbox"/> Nationality	:	Indian
<input type="checkbox"/> Sex	:	Female
<input type="checkbox"/> Marital status	:	Married
<input type="checkbox"/> Linguistic Skills	:	English, Malayalam & Tamil
<input type="checkbox"/> Visa Status	:	Residence VISA

**Reference**

Will be furnished upon request

Should you require any further information regarding my testimonials, I will be highly obliged to present the same upon request or at the time of interview.

**RAGINA LINESH  
DUBAI – U.A.E.**