

# ABHIRAM. A. S

To seek a challenging and responsible position in a large and professional organization where I will have the opportunity to make a positive contribution to business growth and to achieve a personal development and career advancement.



## CONTACT

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Dubai, UAE

## EXPERIENCE

**Sep 2020 – Feb 2022**  
**Misty Valley Resort, India**  
RESORT MANAGER

- Managed a staff of three to five employees on a daily basis, ensuring that the end result of their work was to provide a safe, clean, and fun environment for all.
- Reported records of all guests and accounting related activities to owners in a timely fashion.
- Oversight in scheduling, hiring, and training operations.
- Develops the hotel's brand by attending tourism trade fairs and exhibitions.

**Feb 2018 – Aug 2020**  
**Alfa Wood and Firm, India**

OFFICE ADMINISTRATOR COORDINATOR

- Manage staff, preparing work schedules and assigning specific duties.
- Maintaining the front desk and reception area in a neat and organized fashion.
- Purchasing and maintaining all inventory, supplies, office equipment, appliances, and furniture.
- Book meetings and schedule events.
- Order office stationery and supplies.
- Answer and redirect phone calls.

## EDUCATION

**Madurai Kamaraj University (2019)**  
BBA

**Kerala Higher Secondary Education Board (2012)**  
Higher Secondary Education

Diploma in Indian & Foreign Accounting with IAB  
Certificate (2016)

## TECHNICAL SKILLS

- |                   |       |
|-------------------|-------|
| • TALLY           | ★★★★★ |
| • Bed Book App    | ★★★★★ |
| • MS Office/Excel | ★★★★★ |
| • Peachtree       | ★★★★★ |
| • Daceasy         | ★★★★★ |

## SKILLS

- Good communication - written and oral skills.
- Excellent conceptual and analytical Skills.
- Effective interpersonal Skills.
- Punctuality.
- Creativity.
- Ability to work independently with minimal supervision.
- Highly responsible & reliable.

**Feb 2017 – Jan 2018**

**Sreeraga Toolings and Pressings, India**

**OFFICE ADMINISTRATION**

- Preparing the quotations.
- prepare the Invoices.
- Journal vouchers entry, purchases & sales entries,
- credit notes & debit notes entries.
- Petty cash handling.
- Answer and redirect phone calls.

**June 2015 – Dec 2015**

**Telebuy, Prince Infotech, India**

**SALES ASSOCIATES TL**

- Online Product Sales.
- Serves customers by helping them select products.
- Responds to customers' questions.
- Manages financial transactions.
- CRM data Entry.

## DECLARATION

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

## STRENGTH

- Enthusiastic and Hardworking.
- Ability to perform under pressure and dedicated to achieve any give targets/deadlines.
- Ability to motivate and inspire confidence in the team.
- Quick grasping power, Positive thinker and have a strong sense of creativity

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

## PERSONAL DETAILS

- Gender : Male
- Date of Birth: 05-02-1994
- Nationality: Indian
- Marital Status: Single

## PASSPORT DETAILS

- Passport Number : P 4440816
- Visa Status: Visiting visa