Date: 08 / 10 / 2020

Sub: Application for the Post of DATA ENTRY OPERATOR CUM JUNIOR ACCOUNTANT

Respected Sir/Madam,

I am writing to express my interest in the specified opening of your company. I have around 1year work experience in Sharjah. At present I am working as a junior accountant in **Napoli foodstuff LLC,Al Saja**(**From June 16 2019 onwards**).I have worked as ticketing staff and tour operator for one year (**June’15-May’16**) in Aaram Tours and Travels, Thrissur, Kerala, India. Also have 6months experience **(Jan’14-May’14)** as a customer care executive in Intimate Matrimony, Thriprayar, Kerala, India and 10 months experience (**Feb’13 - Dec’13)** as customer care executive and Sales girl in Avaran Motors, Irinjalakuda, Kerala, India.

I herewith enclose my resume for your kind consideration for the subjected job vacancy in your firm. Going through my resume you will see that I have skills and capabilities that enable me to make a significant contribution to your company.

Looking forward to hear from you
Thanks for your consideration.

Sincerely,
Reshma A.Rajappan
Dubai – UAE

00971 50 3635026

### IMG-20190208-WA0025

### E-mail : reshmaambady9745@gmail.com

### Dubai – UAE

### Good experience in ticketing

**SEEKING JOB AS A DATA ENTRY OPERATOR CUM JUNIOR ACCOUNTANT**

**RESHMA A. RAJAPPAN**

**Objective**

Looking for a career in a challenging work environment, where I can prove my ability through hard work, with a high degree of integrity, loyalty, and team spirit to enrich and grow professionally while contributing my best.

**Work Experience**

**Napoli Foodstuff LLC (Food Manufacturing Company),Al Saja,Sharjah UAE (Jun’19 till date)**

 Working as a junior accountant from **(August ’19 to till date)** in Napoli Foodstuff LLC,Al Saja Sharjah.

 **Work profile:**

 **Working as Junior Accountant (Jun’19 till date)**

* + Making Monthly Reports.
	+ Preparing raw material purchase orders

**Work profile:**

**Worked as a data entry operator (Jun’19-July’19)**

* Responsible for Data Entry
	+ Dealing with daily sales entry using Tally Erp9

**Aaram Tours and Travels, Thrissur, Kerala,India (June’15-May’16)**

 I worked as a ticketing staff cum tour operator in Aaram Tours and Travels.

**Work profile:**

* Responsible for working as a ticketing staff by booking domestic and international travel tickets for the customers
* Worked as a tour operator by taking care of clients’ requirements such as itinerary creation, hotel booking, travel arrangements etc.
* Also have good experience in passport services, visa handling, embassy attestation etc.

**Intimate Matrimony,Thriprayar,Kerala,India (Jan’14-May’14)**

 Worked as a Customer care executive in Intimate Matrimony, this is one of the famous matrimonial agencies in Kerala, India.

**Work profile:**

 **Customer care executive**

* Liaising with potential customers for enrollment.
	+ - * + Informing about the available offers
				+ Rules and regulations
				+ Payment procedures
* Follow up with the registered members
* Achieving monthly targets.

**Avaran Motors (Suzuki two-wheeler dealer),Irinjalakuda,Kerala,India (Feb’13 to Dec’13)**

 Worked as a sales girl and customer care executive in Avaran motors, which is a leading Suzuki Two-wheeler dealer in Kerala, India.

 **Work profile:**

 **Worked as Sales Girl (Jun’13 to Dec’13)**

* Responsible for sale of two-wheelers
	+ Dealing with customers
	+ Describing Vehicle features, warranty etc.
	+ Giving offer details
	+ Assisting the customers in registration, payment and insurance

 **Worked as a Customer care executive (Feb’13 to May’13)**

* Liaising with potential customers
* Attending Customer calls and providing enquiry details
* Booking and handling of vehicle service and follow up.

**Education Qualification**

* S.S.L.C in the year 2006-2007.
* Completed +2 in the year 2007-2009
* Graduation in Bachelor of Computer Application(BCA) from Bharathiar University, Coimbatore 2013-2016
* Diploma in Travel and Tourism Consultant( IATA) 2014-2015

**Strength & Skills**

* Hard working and dedicated towards work.
* Ability to work under pressure& prioritize multiple tasks.
* Flexible team player with a positive approach.
* Excellent communication and convincing skills.
* Quick learner & efficient to apply knowledge effectively.

**Hobbies** - Driving, watching movies and listening to music.

**Personal Information**

Permanent Address :Suriasree House, Koodapuzha, Chalakudy PO,

 Thrissur, Kerala, India - 680 307. Mob: **+91-9447559604**

 Date of Birth : 17 -10 - 1991

 Nationality : Indian

 Religion : Hindu

 Sex : Female

 Marital Status : Married

 Visa status : Residence Visa.

 Passport No : N 7630469

 Passport Issue Date : 17 – 02 – 2016

 Passport Expiry Date : 16 – 02 – 2026

**Languages Known** : English, Hindi & Malayalam

**Reference** : can be provided if required.

**Declaration**

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

 Yours Sincerely

Date: 08/10/2020 Reshma Sreekumar