



SIVARANJINI K

CONTACT

Phone:

971-542980656

Email:

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Current Address

Sharjah, UAE

SKILLS

Handles Pressure

Self motivated

Leadership Quality

Quick learner

Professionalism

Decision making

Excllent interpersonal skills

Result Orientated

Problem Solving

Excellent Communication

TECHNICALSKILLS

MS OFFICE

TALLY PRIME

PROFILE

To enhance my professional skills, capabilities and knowledge in an organization that recognize the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Data Entry cum Sales Coordinator | Office Admin

Edappal Distribution PVT LTD., Kerala, India- January 2022-December 2022

- Preparing office documents such as sales invoices, purchase invoice, credit note, debit note etc.
- Generating E-Way bill for transportation of goods.
- Keep logs and records of warehouse stock, executed orders etc.
- Communicate with suppliers, retailers, customers etc to achieve profitable deals.
- Excellent communication and problem solving skills.
- Respond to customers enquiries and refer clients.
- Monitoring inventory and coordinating sales.

Office Staff (Part time)

Base Institute of Science , Kerala - September 2019- February 2020

- Greeting and directing visitors.
- Accepting and evaluating applications and admitting students.
- Dealing with queries on the phone and by email.
- Preparation of Question papers and other study materials for the students and conducting exams.
- Entering the day to day transactions such as faculties' payment, fee collection and other petty expenses into the database.
- Develop and maintain a filing system..
- Provide guidelines to the students as well as parents.
- Monitoring and supervising the entire office activities..

LANGUAGE

ENGLISH



MALAYALAM [Native]



TAMIL



HINDI



PERSONAL DETAILS

Birthday:

25/10/1996

Nationality:

Indian

Passport No:

U2784877

Marital status:

Married

Visa Status:

Visiting, UAE

EDUCATION

- DIPLOMA IN FINANCIAL ACCOUNTING, 2020- 2021
- HIGHER DIPLOMA IN CO OPERATION & BUSINESS MANAGEMENT, 2019- 2020
- MA ENGLISH LANGUAGE & LITERATURE
Sree Shankaracharya University of Sanskrit 2017- 2019
- BA ENGLISH LANGUAGE & LITERATURE
University of Calicut, Kerala 2014- 2017