

# CURRICULUM VITAE

<b>KRISHNAPRIYA</b>	
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## Objective

Seeking a suitable position at a reputed institution where my admin /clerical expertise, Assisting in Teaching and strong commitment will be fully utilized.

## Education and Certification Details:

<b>Education</b>	<ul style="list-style-type: none"><li>➤ <b>MBA IN HUMAN RESOURCE MANAGEMENT (Barathiar University)</b></li><li>➤ <b>BACHELOR OF COMMERCE (Calicut University)</b></li></ul>
<b>Technical Qualification</b>	➤ <i>Certified Professional Accountant – Diploma</i> Institute of Professional Accountants, India
	➤ <i>Diploma in Office Administration</i> NIIT, India

## Experience

Jan-2023 -August 31 <sup>st</sup> -2023	<i>Teaching Assistant</i> <i>Gems Westminster Sharjah</i>
April 2016 – Feb 2017	<i>Transaction Assistant – Administration</i> <i>HDFC BANK, KERALA, INDIA</i>
Sept 2015 – March 2016	<i>Accounts Trainee</i> <i>GOPINATH CHARTERED ACCOUNTANT COMPANY, KERALA, INDIA</i>

### **As a Teaching Assistant**

- Getting the classroom ready for lessons.
- Listening to children read, reading to them or telling them stories.
- Helping children who need extra support to complete tasks.
- Helping teachers to plan learning activities and complete records.
- Supporting teachers in managing class behavior.
- Preparing documents as advised by the teacher in the system.

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## As a Transaction assistant

- Handling office task such as filing and documentation.
- Customer support by telephone enquiries and emails
- Minutes Recording and Maintenance & MIS Reporting
- Data entry & Management by using excel and Banking software

## Computer Skills

MS Office (Excel / Word)

Accounting Software: Tally and Peach Tree

Hands-on experience in Banking software like LOS, FINNEONE, FLEXCUBE, IDEA LOS, FTS

## Personal Details

<i>Date of Birth</i>	25/05/1986
<i>Marital Status</i>	Married
<i>Nationality</i>	Indian
<i>Visa Status</i>	Residence Visa (Husband Sponsorship)
<i>Present Address</i>	Muweilah , Sharjah
<i>Interests</i>	ART (Painting, Craft making, Music & dancing)
<i>Strengths</i>	<ul style="list-style-type: none"><li>• Independence.</li><li>• Professionalism.</li><li>• Organization.</li><li>• Time management.</li><li>• Interpersonal skills.</li><li>• Written communication.</li><li>• Verbal communication.</li><li>• Attention to detail.</li></ul>