


CURRICULUM VITAE

KRISHNAPRIYA	
Mail to: Krishnapriya.p@outlook.com	
Mobile: +971 56 235 1001	

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:

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

Experience

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

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