



# LEKSHMI LAL

## Objective

To hold a responsible challenging position in an organization that will enable me to utilize and development my analytical interpersonal skills to hardworking with sincerity in fulfilling to goals of the organization to attain excellence and aim at perfection in the job arranged to me...


## ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

## Contact

 +971 527051527

 lekshmilal2323@gmail.com

 VILLA NO:14  
MAZARI STREET  
RAS AL KHIMAH AL GHAIL

## Skills

- Problems solving
- Decision Making
- Leadership
- Ability to adapt with new environments.

## Language

- English
- Malayalam
- Hindi
- Tamil

## Education

### • BACHELOR OF COMMERCE

KERALA UNIVERSITY

PASSOUT YEAR:2019

### • HIGHER SECONDARY EDUCATION

GOVERNMENT OF KERALA

PASSOUT YEAR:2009

## Technical Courses

### • DIPLOMA IN COMPUTER APPLICATION (DCA)

YEAR:2015

### • TALLY - ERP-9

YEAR:2012

## Experience

### • DEVAGIRI CONSTRUCTION

YEROOR , ANCHAL, KOLLAM, KERALA,INDIA

January 2018- January 2020

### DATA ENTRY OPERATOR (DEO)

- Entering project-related data such as invoices, purchase orders, material lists, and labor records into company databases.
- Updating and maintaining records related to site progress, contracts, and work schedules.
- Assisting in the preparation of reports, logs, and project documentation.
- Organizing and maintaining digital and physical files, including blueprints, permits, and vendor documents.



## **ST.JOSEPH'S MISSION HOSPITAL**

**ANCHAL, KOLLAM, KERALA,INDIA**

April 2015- August 2017

### **RECEPTIONIST**

- Greeting patients and visitors in a professional and friendly manner.
- Providing information about hospital services, doctors, and departments.
- Booking, rescheduling, and canceling patient appointments.
- Coordinating with doctors and medical staff to manage appointment slots.
- Collecting patient details and entering them into hospital management systems.
- Answering phone calls and addressing patient queries, and Transferring calls to the appropriate department or staff member.



## **SOFT TECH SOLUTIONS & COMPUTERS**

**ANCHAL, KOLLAM, KERALA,INDIA**

December 2012- December 2013

### **FRONT OFFICE MANAGER -COMPUTER INSITUTE**

- Managing administrative tasks, coordinating student services, and ensuring smooth front desk operations.
- Providing information about courses, admission procedures, and institution policies.
- Handling inquiries through phone calls, emails, and in-person visits.



## **Personal Details**

- Date of birth : 18-11-1990
- Passport Number : C0675118
- Nationality : Indian
- Visa status in UAE : Residential visa (Dependent)

## **DECLARATION**

I hereby declare that all particulars stated in the resume are true to the best of my knowledge and belief; and I assure you that, if given an opportunity, I will work to the complete satisfaction of my superiors with utmost commitment and professionalism.

Yours Faithfully,

Sd/-

Lekshmi Lal