



LISMI VARGEES

CAREER OBJECTIVE

To work that brings joy and satisfaction. My biggest aim is to follow up organization rules and produce maximum energetic performance. I want to express my creative mind in my job

EXPERIENCE

- Ashirvad Hospital (From 2013 June to 2021 April)
Ashirvad Hospital road, Thavakkara, Kannur ,Kerala

EXPERIENCE

- Successfully managed information using software, including Sig.in patient records, orders and billing with 100% accuracy
- Handling incoming and outgoing telephone call with an overall customer satisfaction.
- Annual year closing record preparation and account cleaning.
- Performed administrative and clerical task.

COMPUTER PROFICIENCY

- VIBES [Virtual Interactive Business Experiment]: Diploma in Finance
A Detailed Training about Business Management, Entrepreneurship Development, Manual Accounting, Business Logistics and Computerized Accounting software's:

- Tally
- Peachtree(sage)
- Quick Books
- Tradeasy
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Specialized in Retail Trading, Payroll, Job work, Manufacturing

- ADCA (Advanced Diploma in Computer Application)
MS Word, MS Excel, PowerPoint
- LOGISTICS (Inventory Management, Ware House Management, Multi model)

CONTACT

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UAE, SHARJAH-INDUSTRIAL
AREA-MUWAILIH
COMMERCIAL

PERSONAL DETAIL

Father name : Varghese
Gender : Female
Date of Birth : 29/05/1994
Marital Status : Married
Religion Cast : Christian .R.C
Nationality : Indian
Visa Status : Husband Visa

LANGUAGES

English
Hindi
Malayalam

KEY STRENGTH

Self Confidence
Hard work
Punctuality

