

**SHAHANA KALPESH**

Mobile: 00971- 567860081

E-mail: [Shahanakalpesh2013@gmail.com](mailto:Shahanakalpesh2013@gmail.com)

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| **Objective** |

Seeking a challenging position to perform and manage administrative and technical functions in a permanent position which will demand full utilization of my skills and knowledge and afford me the opportunity to add value to an organization and provide top quality conscientious service.

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| **Certification** |

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| **QUALIFICATION** | **NAME OF INSTIUTION /**  **UNIVERSITY** | **PERCENTAGE** | **YEAR OF**  **PASSING** |
| **M.COM** | MADHURAI KAMARAJ UNIVERSITY,TAMIL NADU (Distance Education) | 60% | 2014 |
| **B COM** | CALICUT UNIVERSITY,KERALA | 62% | 2011 |
| **PLUS TWO** | KERALA | 76% | 2008 |
| **S.S.L.C** | KERALA | 68% | 2006 |

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| **Additional qualification** |

**Accounts service society**

Course name : Diploma in Professional Accounting (DPA)

Subjects : Manual Accounting, Computerized Accounting, Office automation

**Industrial training institute (I.T.I)**

Course name : Computer Operator and Programming Assignment

Subjects : Visual Basic, SQL

MS Word, MS Excel

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| **Software Skills** |

Language : Visual Basic, SQL

Software : MS-OFFICE, TALLY

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| **Work Experience in UAE** |

1. 1-year experience in **DAMAC Properties** as a **Receptionist** **cum** **Telephone Operator** under the contract of QBG. (2018-2019)
2. 6 Months experience as a **cashier** in **Global Village.**(2015-2016)
3. 1-year UAE experience In **Specialized & Interactive System LLC** as **Procurement Coordinator cum Receptionist.** (2014-2015)

**Responsibilities**

## **Greeting the customers.**

## **Answering and forwarding phone calls.**

## **Booking meetings.**

## **Arranging couriers.**

## **Notifies company personnel of visitor arrival.**

## **Informs visitors by answering or referring inquiries.**

## **Preparation of Material Estimation by using cost sheet.**

## **Preparation of Material Requisition by using Material Estimation.**

## **Taking quotations from the supplier.**

## **Make Purchase Orders using existing yearly price list or new quotations.**

## **Taking shipping quotations from the freight Forwarders.**

## **Arrange for the shipment by connecting freight forwarder and supplier.**

## **Follow up and tracking of shipment.**

## **Booking the purchase orders for required projects using VISAC.**

## **Follow up the clients for the payments by telephone or mail.**

## **Preparation of cheques and sending to local suppliers.**

## **Handling petty cash.**

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| **Work Experience in India** |

2- year experience at FRIENDS SYNDICATE (P) LTD. Thrissur, Kerala

**Office Assistant**

**Responsibilities**

* Perform day to day processing of financial transaction to ensure that agency finances in an effective up to date and accurate manner.
* Verify transactions comply with financial policies and procedures.
* Dealing with customers
* Prepare batches of invoices for data entry.

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| **Language Known** |

English, Malayalam, Hindi, Tamil.

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| **Personal Strength** |

* Dynamic, self-motivated and result oriented
* Intelligent, resourceful and responsible
* Positive interpersonal relationship
* Excellent communication skills
* Ability to learn fast, acquire proficient understanding through experience

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| **Personal Details** |

Full Name : Shahana kalpesh

Nationality : Indian

Date of Birth : 11/03/1991

Sex : Female

Marital status : Married

Passport No : L8124323

Place of issue : Cochin

Date of Issue : 27/03/2014

Date of Expiry : 26/03/2024

**Visa Status : Husband visa**

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| **Declaration** |

I hereby declare that the above information is true to the best of my knowledge.

***Shahana kalpesh***