

Anusree.P



Contact

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International City Dubai

Visa Status: Visit Visa

Academic Credentials

- Higher Diploma in Cooperation and Business Management 2019-2020 SCU,CSEB,Kerala,India
- Bachelor of Business Administration 2016-2019 Kannur University
- HSC| 2014 – 2016 - Board Of Higher Secondary Examination Kerala, India
- SSLC| 2014 - Board of Public Examination, Kerala, India

Computer Proficiency

- MS word
- MS Excel
- Internet&Email
- Knowledge in Tally, Finin software

Language Known

- English
- Malyalam
- Hindi

Summary

To achieve a challenging position as a Front Office ,in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

Skill Highlights

- Quick learning
- Good patient
- Computer proficiency
- Leadership experience
- Communication skills
- very punctual on time
- Organizational know-how People skills
- Collaboration talent
- Problem-solving abilities

Personal Strenghts

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT** -Management skills to direct others and review others performance.

Experience

Assistant Accountant at Arabland Trading LLC Dubai (MAY2023 – Till Date)

- Preparation of general ledger.
- Preparation of Sales day book
- Preparation of Purchase day book
- Preparation Debtors ledger
- Preparation of Cash book
- Preparation of Creditors ledger
- Preparation post dated chequebook
- Preparation of Bank book
- Basic knowledge in commrade S/W

Reference

- Available upon request

Cashier at Pokariya Agencies Kanhangad (MAR2021 – JAN2022)

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.

Admin/Accounting Assistant at Pokariya Agencies Kanhangad (JAN2022 – JUL2022)

- Book meetings and schedule events.
- Order office stationery and supplies.
- Maintain internal database
- Submit expense reports
- Keep employee record (Physical and digital)
- Maintain a filing system for data on customer and external partners
- Distribute incoming and outgoing mail.

Personal Dossier

- Gender : Female
 - Date of Birth : 15 FEB 1999
 - Nationality : Indian
 - Marital Status : Married
 - Passport No : W4329070
 - Current Address : Dubai, International City
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Declaration

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars