



DONA BABY

ACCOUNTS, ADMINISTRATION &
FRONT OFFICE EXECUTIVE

Address

Discovery Gardens, Dubai

Mobile: +971501146592

Email: donaannalicebaby98@gmail.com

Nationality

Indian

Date & Place of Birth

07/06/1998, Kerala, India

Skills

Ability to Work Under Pressure

Fast Learner

Handling situations diligently

Clear & accurate in communication

Hobbies

Travelling

Watching Movies

Listening Music

Strength

Leadership

Hard working

Team Player

Languages

English | Hindi | Malayalam | Tamil

Technical Skill

Tally ERP 9

Microsoft Office

PROFILE

A quality driven individual with a strong desire to learn. Resourceful accounting professional with strong background of various office administration duties & customer service. Works under pressure with minimal supervision in both leading and team roles. Excelling in effective communication & coordination with clients and serving as the liaison between different stakeholders. Seeking a challenging and compatible position in the industry that offers professional and personal growth wherein I can fully utilize my skills and knowledge while being resourceful, innovative, and competitive.

EXPERIENCE

✓ Front Office Executive @ Hotel Sandra Palace, Thekkady, 2022 - 2023

- Greeting visitors and assisting in their check-in/out process.
- Listen & understand their queries & guide them appropriately.
- Answering & forwarding incoming calls & emails to concerned.
- Scheduling meeting/ appointments & other events.
- Assisting in admin, clerical works & manage filing systems.
- Maintain office stationery/ materials for reception.
- Ensure the Front-desk area is tidy & presentable always.

✓ Junior Accountant @ My Tour Holidays, Kattappana, 2021 - 2022

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly, and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Payroll
- Manage balance sheets and profit/loss statements.

EDUCATION

✓ M.Com. (Master of Commerce)

- IGNOU New Delhi, India. 2020 - 2022

✓ Diploma in Computer Application (DCA)

- Glory Institute, Vandiperiyar, Kerala, India. 2020

✓ B. Com (Bachelor of Commerce)

- M.G University, Kerala, India. 2016 - 2019

✓ Higher Secondary (Plus Two, Specialized in Commerce)

- Higher Secondary Board, Kerala, India. 2013 - 2015

✓ S.S.L.C. (Secondary School)

- Board of Public Examination, Kerala, India. 2014