



Aline Bharathi .B

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Kanyakumari, Nagercoil

Objective

Looking for a role that helps me to gain experience and provides me a chance to apply my knowledge and skills for the betterment of the organization.

Experience

Position: Teacher

Organization: Corpus Christi School (CBSE Syllabus)

Location: Nagercoil, Tamilnadu, India.

Position: Teacher

Organization: Frontline Millennium Secondary School (CBSE Syllabus) Location: Thirupur, Tamilnadu, India.

Position: Accounts Executive

Organization: Rajas International School

Location: Chennai, Tamilnadu, India

Roles and responsibilities administration

- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.

- Preparing financial reports.

Assisting with audits, fact checks, and resolving discrepancies.

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

Educational Qualification

Degree: Master of International Business
Institution: Hindustan College of Arts and Science
Location: Coimbatore, Tamilnadu, India.

Degree: Bachelor of Business Administration
Institution: Hindustan College of Arts and Science
Location: Coimbatore, Tamilnadu, India.

Grade: Higher Secondary Certificate (Grade 12)
Institution: Sridevi Matric Higher secondary School
Location: Thirupur, Tamilnadu, India.

Computer Skills

MS Office & Tally ERP-9

Languages

English
Tamil
Malayalam

Personal Details

Father Name: Babu C

Date of birth: 26.02.1992

Nationality: India

Passport No: P3377888

Date of Expiry: Dec, 2026

Address: Nagercoil,
Tamilnadu, India.

Declaration

I certify that the information provided in this resume is true and accurate to the best of my knowledge.

Aline Bharathi

