

# N.SOWDHIYA NAVEEN KUMAR

## Administrative Assistant

+971 544761395

Dubai

@ nsowdhiyaeswari@gmail.com



## SUMMARY

Young, enthusiastic, and energetic candidate with hard-working by nature, seeking a lucrative career. Aiming to achieve a challenging position in the field where I can make a significant contribution to the organization using the knowledge that I have been bestowed. Primarily in the areas of Administration, Accounts, and support.

## EXPERIENCE

### Process Associate - Account Payable

#### Capgemini Technology Services India Limited

06/2015 - 02/2018 Tiruchirappalli (Tamil Nadu, India)

- Taking care of the AP audit
- Sending various audit reports related to AP on a daily basis to upper management
- Maintain TAT for all reports
- Maintain standard accuracy level
- Having fluent knowledge of Invoice processing also

### Administrative Assistant

#### Arakiamatha Matric Higher Secondary School

05/2018 - 05/2021 Pollachi (Tamil Nadu, India)

- Maintaining Records
- Responding Call and Emails
- Update Student's Detail in EMIS (Govt Portal)
- Storing Information in Paper and digital form
- Question Paper Typing

### Senior Admin Supervisor in F&B and Retail

#### Clematis Group of Companies

01/2022 - 06/2023 Mankhool, Dubai

- Preparing Daily Sales Report F& B and Retail
- Retail sales
- Record Maintenance
- Ticket booking for the Company Employee
- Tele calling for customer feedback

## EDUCATION

### M.com

#### Bharathidasan University

01/2012 - 01/2014

Tiruchirappalli, Tamil Nadu

### B.com

#### Bharathidasan University

01/2009 - 01/2012

Tiruchirappalli, Tamil Nadu

### HSC

#### L.N.P Girls Higher Secondary School

01/2007 - 01/2009

### SSLC

#### L.N.P Girls Higher Secondary School

01/2007 - 01/2009

## SKILLS

ERP EXCEL ms office

powerpoint SAP Tally

Windows