

NEERAJA PRAKASAN

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EDUCATION

- Professional Diploma in Indian and Foreign Accounting
 - Graduation in english language and literature
 - Higher Secondary Education in Commerce
- International Association of Bookkeepers
University of Calicut
Government of Kerala

COMPUTER PROFICIENCY

- PDIFAS
- SAP
- TALLY ERP 9
- QUICK BOOK
- PEACHTREE
- MS OFFICE(word,excel,powerpoint,outlook)
- MS EXCEL(Data analysis,formulas,pivot tables)

OBJECTIVES

Highly organised and detail-oriented professional seeking a challenging position as an office assistant.Offering excellent computer Proficiency,strong communication skills,and proven track record of providing efficient administrative support.

PROFESSIONAL EXPERIENCE

Devasura Inn,Kerala, INDIA

Office assistant

Nov 2018 - Mar 2020

- Assisted in managing administrative tasks, including data entry, file management, and document preparation.
- Provided support in coordinating meetings, maintaining schedules.
- Handled incoming calls, greeted visitors, and directed inquiries to the appropriate departments.
- Managed inventory and supplies, ensuring availability of necessary office materials.
- Assisted in preparing reports, presentations, and correspondence as required.
- Collaborated with team members to ensure efficient workflow and office operations.

PERSONAL SKILLS

- Strong organisational and time management abilities.
- Excellent verbal and written communication skills.
- Ability to work well both independently and within a team.
- Attention to detail and accuracy in all tasks.
- Problem-solving and multitasking skills.

ADDITIONAL INFORMATION

Address : Al Mira tower,Al Majaz1,Sharjah
Date of Birth : 08/04/1998
Languages Known : English, Hindi and Malayalam.
Visa Status : Family Visa