



## Parvathy Sugunan

Sharjah, UAE

Email: [urap.yht.78@gmail.com](mailto:urap.yht.78@gmail.com)

Mob : +971-523743911

### CAREER OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### SKILLS

- Data Accuracy
- Word
- Power Point
- Excel
- Written and Verbal Communication
- Good at Interpersonal Skills
- Strong in Multitask Operations

### STRENGTHS

- Ability to work in a team.
- Self-motivated
- Discipline
- Logical, Analytical
- Proactive

### PERSONAL INFORMATION

Gender : Female  
Marital Status: Married  
Nationality : Indian

### PASSPORT DETAILS

Place of issue: Cochin  
Passport No. : U8619278  
Date of expiry: 07/03/2031  
Visit Visa Valid till 25/12/ 2023

## CAREER HIGHLIGHTS

### ACCOUNTANT CUM ADMIN ASSISTANT WITH 9 YEARS OF EXPERIENCE

- ◆ Collaborated with accountants to streamline payroll processes, providing comprehensive reports on employee absences, holidays, and bonuses.
- ◆ Actively participated in the company's hiring procedures, contributing to tasks like creating job descriptions and assisting in candidate selection.
- ◆ Managed companies hiring processes, assisting in task such as creating job descriptions and selecting candidates.
- ◆ Maintained a well-organized office environment, proactively monitoring inventory supplies and promptly restocking as necessary.

## EDUCATION

- ◆ **TKMM COLLAGE Nangiarkulangara Haripad (2006-2009)**  
*BSc. Industrial Chemistry*

## CERTIFICATIONS

- ✓ **TEIQ SOFTWARE SOLUTIONS (2010)**  
*Medical Transcription*
- ✓ **LOGIN INFOTECH (2015)**  
*PGDCA*

## TECHNICAL SKILLS

- ✓ Well versed with MS Excel and Word.  
Experienced in online Data Entry

## LANGUAGES

- ✓ English, Hindi, Malayalam, Tamil

## PROFESSIONAL EXPERIENCE

Year : **April 2013 - March 2022**

Company : Assistant Director of Agriculture office, Kerala

Role : Accountant Cum Admin assistant

- Identified errors in data entry and related issues, reporting to supervisors for resolution.
- Created and maintained company records and used software to review and monitor data.
- Created and maintained spreadsheets using Excel Scanned documentation and entered into database to maintain accurate records
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Update cash book on daily basis.
- Assist in month-end closing activities to ensure tally with financial statement.
- Ensure operation of equipment by completing preventive maintenance requirements calling for repairs maintains equipment inventories and evaluating new equipment and techniques

Year : **Feb 2010 - April 2012**

Company : Mayura supermarket, Haripad

Role : Cashier

- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas