





Pavitha M

 Dubai

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 pavithapavi1997@gmail.com

 Pavitha M

Education

Annamalai University 2024

M.com

University of Calicut 2019

B.com

Language

- English
- Hindi
- Malayalam
- Tamil

Passport Details

Passport No

C2346965

Date of Issue

04/11/2024

Date of Expiry

03/11/2034

Place Of Issue

Kozhikode

Objective

Detail-oriented and organized M.Com graduate with 5 years of administrative experience . Proficient in optimizing office operations, managing schedules, and enhancing workflow efficiency. Seeking an administrative position in a fast-paced environment where I can leverage my expertise to contribute to organizational success.

Experience

Itees College Of Health Sciences

Administration Officer

2023 - 2024

- Administrative Support
- Compliance and Regulations
- Made outbound calls to promote products and services.
- Handled inbound inquiries and resolved customer concerns.
- Maintained Records and filing systems.

Sims Distance Education

Academic Counsellor

2019 - 2022

- Guided students in course selection and career planning.
- Assisted with admissions processes and application guidance.
- Conducted academic counseling sessions to address student concerns.
- Maintained student records and achieved enrollment targets.
- Streamlined workflows for efficiency

Skills

- Core Administration
- Technical proficiency
- Multitasking and problem solving skills
- Communication and interpersonal skills
- Attention to Detail and confidentiality

Certification

Diploma in certified GST Accountant

Certified Accounting Technician