



PROFESSIONAL SUMMARY

Seeking assignment in Accounts and Audit / Banking and Finance/ Customer Service to utilize my skills and experience and to be part of a Team and work dynamically towards the growth of the organization and gain satisfaction and recognition thereof. A hard working, Active, dynamic and result oriented person with 5+years of rich experience in Auditing, Accounts, Customer Service, Sales cum Teller with reputed Organization in India.

CONTACT

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EMAIL: pramilalewis88@gmail.com

PERSONAL INFORMATION

Date of Birth: 11-07-1993

Passport Number: N3786837

Material Status: Married

Nationality: Indian

PRAMILA LEWIS

EDUCATION

MANGALORE UNIVERSITY KONAJE

Master of Commerce

2015-2017

ST AGNES AUTONOMOUS COLLEGE MANGALORE

Bachelors of Commerce

2011-2014

WORK EXPERIENCE

QUESS CORP LTD

SALES OFFICER

20th November 2021- 15th February 2023

- Actively promote and sell company's financial products and services to individuals and businesses.
- Identify and develop new client relationships through networking, referrals, and cold calling.
- Assess client needs and recommend appropriate financial solutions, such as loans, investments, insurance products, and financial planning services.
- Conduct thorough financial analyses and present proposals to clients based on their financial goals and objectives.
- Negotiate terms and conditions of financial products and services with clients to achieve mutually beneficial outcomes.
- Collaborate with internal departments, such as underwriting and operations, to ensure smooth processing and approval of client applications.
- Maintain accurate records of sales activities, client interactions, and transactions using CRM software.
- Stay informed about industry trends, market conditions, and regulatory requirements affecting financial products and services.
- Meet or exceed sales targets and performance metrics set by the company.

SKILLS

- C+ Programming Language
- Microsoft Office
- Tally 9
- Surplus Software

ANVITH ELECTRONICS LTD

BACK OFFICE

November 2020 to October 2021

- Responsible for Auditing. Accounting and petty cash handling.
- Handling the tasks of maintaining, monitoring and ensuring the highest quality of output product.
- Responsible for recording data related to Products received on invoice received.
- Handling the manufacturing department and checking the material requirements and place the order based on requirement.

MALAIKA APPLIANCES LTD

BACK OFFICE

June 2017 to October 2020

- Responsible for other duties Auditing and Accounting.
- Maintaining and ensuring the highest quality of output product received based on order.
- Maintaining and recording data related Production report on items & stock received.
- Supervising the manufacturing department and checking the material requirements and placing the order on requirement of stock.

WEBTEL INDIA COMPANY FROM JAN 2015 TO APRIL 2017.

DATA ENTRY

January 2015 to April 2017

- Enter patient demographics, medical histories, test results, diagnoses, and treatments into the hospital's EHR system with precision and efficiency.
- Update and maintain patient records to ensure completeness and accuracy, following established procedures and protocols.
- Verify data by comparing it to source documents, resolving discrepancies, and ensuring compliance with regulatory requirements.
- Prepare and distribute reports, summaries, and statistical data based on entered information as requested by management or healthcare providers.
- Participate in training programs and continuous education to stay updated on EHR system updates, data entry best practices, and healthcare regulations.
- Perform other administrative tasks and duties as assigned by supervisors or management to support hospital operations.