



PRINCY RAJU

ADMINISTRATIVE ASSISTANT

CONTACT

☎ 0567564942
✉ princy4770@gmail.com
📍 Dubai, UAE

CAREER OBJECTIVES

Motivated and detail-oriented graduate seeking an Administrative Assistant position to apply my organizational, communication, and computer skills in supporting efficient office operations and contributing to the success of your company.

PERSONAL DETAILS

Date of birth : 23-04-1999
Gender : Female
Nationality : Indian
Religion : Christian
Marital Status : Married
Visa Status : Visit Visa

EDUCATION

2022-2024	MADURAI KAMARAJ UNIVERSITY <ul style="list-style-type: none">MA English Literature
2020- 2022	TAMILNADU TEACHERS UNIVERSITY <ul style="list-style-type: none">B.Ed English
2017-2020	BHARATHIAR UNIVERSITY <ul style="list-style-type: none">BA English Literature

SKILLS

- Data entry and management
- Time management
- Book keeping and basic accounting
- Effective communication skills
- Critical thinking

SOFTWARE SKILLS

- Tally Prime
- Value Added Tax [VAT]
- Corporate Tax
- MS Office
- MS Word
- MS Excel

LANGUAGES

- English
- Malayalam
- Tamil

DECLARATION

I hereby declare that all the information furnished above is true to the best of my belief. I

