

REKHA T.N

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DOB: 24/11/1991



OBJECTIVE

To build career in a growing organization where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

WORK EXPERIENCE

April 2022 - March 2025

Khalifa Park Library

Customer service executive/Security Admin Khalifa Park library

- Handling the security related documents and follow up with concern team.
- Complaint handling, follow up with the complaints raised by the customers and report writing.
- Access card issuing and replacing.
- Customer Service.
- Maintaining professional standard of security team.
- Recording the documents in high professional standard.

Punakkatharayilaqua Water PVT LTD, Pazhayannur, Thrissur, India.

April 2018 - Sep 2021

Accountant

- Preparation of books of accounts.
- Payroll preparation - Daily and monthly reports.
- Preparation of LPO.
- Arranging meetings schedule.

EDUCATION

Advanced Training in GCC Taxation and VAT

Ongoing

Bachelor of Commerce (With an optional Subject Co-Operation)

2010 - 2013

Calicut University

Higher Secondary

2008 - 2010

Govt Higher Secondary School, Cheruthuruthy

SKILLS

- | | | |
|------------------------------|----------------------|--------------------|
| • MS Office | • Documents handling | • Customer service |
| • Computer knowledge - Tally | • Accounting package | • Staff management |
| • Time management | • Report Analysis | • Team leadership |
| • Hardworking | • Report writing | • Reporting skill |

ADDITIONAL INFORMATION

- **PROJECTS:** Aldar community Abu Dhabi - Al Zeina, Khalifa Park Abu Dhabi
- **LANGUAGES:** English, Hindi, Tamil, Malayalam