

## CURRICULUM VITAE



### Personal information

#### **REKHA.R**

Mobile: +971-547036712(UAE)

Mobile: +91-9562257532(INDIA)

Email: [rekharepl@gmail.com](mailto:rekharepl@gmail.com)

**Visa status: Visit Visa**

### Profile Summary:

Accomplished **Account Manager & Office Manager** with **10+ years** of experience in planning, executing and closing deals that provide significant client value while accomplishing the company's financial goals. Recognized for outstanding communication skills and consistent sales record in developing and attracting new clients.

### Academic Qualification:

- **BSC Zoology** from TKM college of arts and science Karikode, Kerala, India.
- **Vocational Higher Secondary** from State Board of Kerala, India.

### Knowledge and Skills:

- Computer knowledge (MS office , word , Excel)
- Comprehensive problem solving abilities
- Good analytical and logical thinking
- Continuous improvement
- Team facilitator
- Excellent verbal and return communication skills

### Career Summary:

**Period:** April 2019 – January 2024

**Organization:** Tison industries (Crystal PVC) kalayapuram Kollam, Kerala

**Designation:** Office manager.

**Period:** February 2018 – March 2019

**Organization:** Sree Nethra precise eye care hospital, Kottarakkara Kollam, Kerala

**Designation:** Receptionist.

**Period:** February 2014 – November 2017

**Organization:** A9 Distribution kottarakkara Kollam, Kerala

**Designation:** Office administrator.

**Period:** June 2012 – November 2013

**Organization:** Perepadance Gold park jewelry

**Designation:** Floor manager

**General Job Responsibilities:**

- Managing the office budget
- Deal with customer queries
- Schedule meeting and appointments
- Book accommodation and transport
- Implementing administrative systems and planning's
- Interview potential new employees
- Office policy and procedures
- Office supplies and equipment's
- Managing paper works and databases
- Ensure payment of utility bills
- Managing numerous employees schedules
- Problem solving skills and reporting skills
- Accounting
- Assist colleagues whenever necessary
- Ensuring maintains of reception area
- Answer phone promptly and courteously
- Attention to detail.

**Personal detail :**

Date of birth: 16 April 1986

Sex: Female

Religion: Hindu

Nationality: Indian

Marital status: Married

Language known: English, Hindi, Malayalam

**Permanent address :**

Anil bhavan

Avanoor, Kottarakkara Po

Kollam dist .Kerala,India

Pin code: 691506

Phone: +919846664553

**Passport detail :**

Passport number: W5949563

Date of exp : 22 November 2032

**Declaration :**

I hear by declare that all the information mentioned above is true to best of my knowledge

**Rekha. R**