



RAVEENA UNNI P

ADMINISTRATOR | ACCOUNTS ASSISTANT

A hard-working person who likes to face and work in a challengeable environment and to get knowledge and experience to be an excellence in my profession and give the support to the organization to reach the highest possible goals and uplift the organization to the highest place in the industry.

CONTACT

Phone

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Email

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Address

Deira ,Dubai

PERSONAL DETAILS

Passport No. : X6278384
Date of birth : 15-03-1998
Gender : Female
Marital status : Unmarried
Nationality : Indian

AREA OF EXPERT

- MS Word
- Excel
- MS PowerPoint

HONOR AWARDS

Best employee of quarter
NEGDC KOCHI 2020

EXPERIENCE

2021 - 2023

Dynamed Healthcare Solutions Pvt.Ltd , KOCHI

ADMIN Cum ACCOUNTS ASSISTANT

- Basic Accounting Operations: Understanding fundamental accounting principles relevant to our industry.
- Proficiency in Microsoft Office: Demonstrated expertise in utilizing Microsoft Office tools for efficient administrative tasks.
- Communication Handling: Answering calls, taking messages, and managing email correspondence promptly and professionally.
- Diary Management: Maintaining diaries, scheduling appointments, and organizing necessary documentation.
- Process Improvement: Implementing new procedures and administrative systems to enhance efficiency.
- Front Desk Responsibilities: Acting as a receptionist and/or welcoming clients during meetings.
- Record Maintenance: Ensuring effective record-keeping and administration for seamless business operations.
- Contact Database Management: Keeping contact details up-to-date for the management committee and relevant members.
- Communication Skills: Excellent written and verbal communication skills to interact effectively with team members and clients.

2019-2021

National E-Governance Digitisation Data Center

DATA ENTRY OPERATOR

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output
- Performed general data entry using Microsoft Excel, SAP and Word
- Organized source data from applications code and input
- Compelled alpha-numeric data from electronic and printed documents
- Conducted surveys and collected data through interviews and questionnaires.

LANGUAGES KNOWN

English
Hindi
Tamil
Malayalam

INTERESTS

Listening music
Doing craftworks
Drawing

EDUCATIONAL HISTORY

Graduation in Environmental Science & Environment and Water Management

kerala University 2016-2019

Higher Secondary- Biomaths

kerala Board Exams 2014-2016

KEY SKILLS

- Leadership skill
- Critical thinking
- Presentation skill
- Problem solving
- Communication skills
- Time Management
- Teamwork

DECLARATION

I hereby declare that all the details mentioned above are true and correct to the best of my knowledge and belief.

Place : Dubai,UAE

RAVEENA UNNI P