



RAKHI T R

+971522311082 · rakhinanda83@gmail.com · Dubai, UAE

Detail-oriented and experienced administrative professional with a strong background in data entry, clerical support, office coordination, financial operations, and customer service. Demonstrates exceptional accuracy in maintaining records, handling sensitive data, and managing daily office functions. Proficient in MS Excel, Tally, accounting software, and GCC VAT procedures, with hands-on experience in processing financial transactions, managing documentation, and supporting client-facing roles. Skilled in organizing appointments, maintaining confidentiality, and contributing to process efficiency in both public and private sector environments. Known for strong organizational skills, the ability to multitask effectively, and a commitment to delivering professional and reliable administrative support.

SKILLS

- Team Work
- Analytical Skills
- Leadership Quality
- Decision Making
- Emotional Intelligence
- Self-Motivation
- Problem Solving
- Critical Thinking
- Positive Attitude
- Multitasking

PROFESSIONAL EXPERIENCE

Kerala Health Department | Kerala, India **Clerical Assistant Cum**
Data Entry Operator Community Health Centre

Nov 2022 - May 2025

Accomplishments:

- Maintained accurate records and updated data within the health department.
- Supported clerical tasks, ensuring efficient document processing.
- Accurately entered and updated patient information in the electronic health record (EHR) system.
- Ensured the confidentiality and security of sensitive health information.
- Assisted the clerical staff in organizing and filing patient documents and administrative paperwork.
- Helped to manage patient appointments and schedule procedures.
- Demonstrated strong attention to detail, organizational skills, and the ability to manage multiple tasks simultaneously.

Kosamattam Finance Pvt.Ltd. | Kerala, India
Branch Executive

Oct 2021 - Nov 2022

Accomplishments:

- Oversaw daily branch operations to ensure smooth functioning.
- Ensured efficient customer service by addressing inquiries, including gold loans and insurance.
- Managed financial transactions, including cashier duties, KYC, and banking tasks.
- Assisted in processing gold loans and maintaining accurate records.
- Supported the branch in achieving its targets and goals.
- Ensured compliance with company policies and procedures.

'S' Chambers Overseas Education Consultant | Kerala, India
Office Admin and Account Assistant

April 2019 - Nov 2019

Accomplishments:

- Handled administrative tasks, and managed office supplies.
- Assisted students with the college application process, including guidance on selecting colleges, completing applications, and preparing for interviews.
- Assisted in the preparation and maintenance of financial records.
- Processed payments, and maintained accounts.
- Provided support to the team for smooth daily operations.

Patterikudiyl Bharat Gas Agencies | Kerala, India
Office Staff

Oct 2016 - April 2018

Accomplishments:

- Supported office operations to ensure smooth workflow within the agency.
- Ensured efficient processing of orders, billing, and timely deliveries.
- Contributed to the overall efficiency of the agency by supporting the team in daily tasks.

EDUCATION

Indira Gandhi National Open University | New Delhi, IN-DL
Master of Arts: Sociology

Indira Gandhi National Open University | New Delhi, IN-DL
Bachelor of Arts: Sociology

CERTIFICATIONS

- **DCA(Diploma In Computer Application)**
- **Tally**
- **GCC VAT**

LANGUAGES

- | | |
|---------------------------------------|-----------|
| • English Upper Intermediate | B2 |
| • Hindi Upper Intermediate | B2 |
| • Malayalam Proficient | C2 |
| • Tamil Intermediate | B1 |

PERSONAL INFORMATION

- **Date of birth:** 16/05/1989
- **Nationality:** Indian
- **Marital status:** Divorced
- **Gender:** Female
- **Passport No:** C9507998

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

RAKHI T R