

Bhavaneeth.V.S

B.com, IATA, TTM.

Mobile: **0564534204, 0585844669**

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SKILLS

Mail handling, Clerical support, Office administration, Purchase Order (PO) processing, Sales Coordination, Travel itinerary management, Invoice processing, Document control, Travel coordination, Customer Relationship building, Cash management, Billing.

CAREER OBJECTIVE

To work in a responsible and challenging position of a professional organization where Utilize my professional skills, knowledge and my entire personality for the betterment of the organization

EXPERIENCE

- Worked as a Admin Staff at Akbar Travels in Panoor, Kerala for a period of Three Months.(From 09.09.2011 To 10.12.2011)
- Worked as a Sales Coordinator at Brook Al-Khaleej Est , Dammam, Saudi Arabia for a period of Two Years. (From 11.01.2012 To 20.02.2014)
- Worked as Marketing Specialist at Mahal Alaqat Al Bainiyah Trading , Dammam, Saudi Arabia for a Period of Six Months.(From 25.02.2014 To 30.08.2014)
- Worked as Associate at Surgical Store, Aster Mims Hospital, Kannur for a Period of One Year & Six Months. (From 15.06.2019 To 20.12.2020)
- Worked as Executive at OT Store, Aster Mims Hospital, Kannur for a Period of Six Months.(From 21.12.2020 To 17.06.2021)
- Worked as Office Manager at Feedback Infra Pvt Ltd, Vadakara for a Period of One Year & Three Months.(From 18.09.2021 To 10.01.2023)

ACADEMIC DETAILS

Qualification	Institute- University	Year	Percentage of Marks
B.com	Dr. C.V Raman University	2015	80%
Class XII	GHSS Kuthuparamba	2007	50%
SSLC	Rajeev Gandhi Memorial	2005	70%

Computer Literacy

- Microsoft office Word, Power point, Excel.
- E-mail communications.
- English Typing
- Creating and managing spreadsheets.

Summary of qualifications

- Excellent ability to make letters and documents in English.
- Excellent knowledge of office practices, procedures, correspondence, record keeping systems and telephone etiquette.
- Exceptional ability to perform filing and other related clerical tasks.
- Strong ability to exercise judgment and tact in dealing with the public and other employees.
- Remarkable ability to speak and understand English & Hindi.
- Proven ability to take and record dictation for letters and reports.

Responsibilities

- Daily Transaction Record & Keep Updating, Reconcile & Track on Sales, Purchase, Cash Book, Inventory, Banks, Payroll, Supplier reconciliation, Customer Clearance, Payable, receivable etc.
- Monthly Closing & keep in track reports.
- Handling email queries and telephone calls.
- Physical Inventory Taken & compare finalize the Report.

STRENGTHS

- Self Confidence, hardworking with intelligence, dedication, and discipline.
- Strong Interpersonal, Communication skills and Leadership quality

INTERESTS

- Driving, Travelling, Listening Music, etc

PERSONAL DETAILS

Father Name	:	Sreedharan. K (Late)
Mother Name	:	Valsa Kumari. V.K
Date of birth	:	15-03-1989
Gender	:	Male
Marital Status	:	Married
Language Known	:	English, Hindi, Malayalam &Tamil
Nationality	:	Indian
Address	:	International City England, X05 Dubai,UAE

DECLARATION:

I hereby declare that all the above said informations are true& correct to the best of my knowledge and belief.

Place: United Arab Emirates

Date:

BHAVANEETH.V.S