

Bhavaneeth. V.S

B.com, IATA, TTM.

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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.
- Worked as a Sales Coordinator at Brook Al-Khaleej Est , Dammam, Saudi Arabia for a period of Two Years.
- Worked as Marketing Specialist at Mahal Alaqat Al Bainiyah Trading , Dammam, Saudi Arabia for a Period of Six Months.
- Worked as Associate at Surgical Store, Aster Mims Hospital, Kannur for a Period of One Year & Six Months.
- Worked as Executive at OT Store, Aster Mims Hospital, Kannur for a Period of Six Months.
- Currently Working as Office Manager at Feedback Infa Pvt Ltd, Vadakara from September 2021.

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 Cluster 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: Kannur

Date: _____

BHAVANEETH.V.S