

# CURRICULUM VITAE



**SIMI.BG**

+971529529313

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

LinkedIn : <http://www.in.simiayyarumadam>

## Personal Details

Date of Birth : 21-05-1986  
Nationality : Indian  
Gender : Female  
Marital Status : Married

## Languages Known

English, Hindi, Tamil, Malayalam

## Academic Profile

Master of Software Engineering  
BSC

## Technical Qualification

Certificate in .NET Applications.  
C, C++, JAVA, Query Designing, SQL, ASP .NET, Reports.  
VB, Oracle, MS Office, Access, Front Page, Data Base Management.  
Domestic Call center and BPO Training.  
Customer Relationship Management Training.  
Certified Course in Data Entry Operating.

## Passport Details

Passport No : T9915234  
Date of Issue: 05-11-2019  
Date of Expiry: 04-11-2029  
Visa Status : Visit visa

## Career Objective

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my Education, Skills and experience a place where an encouraged and permitted to be an active participant as well vital contribute on development of the Company.

## Key Skills

- Willingness to learn quickly new technologies.
- Problem solving skill.
- Practical, Optimistic, Diplomatic & Adaptable.
- Effective team player.
- Self-motivated.
- Ability to handle work under pressure in a meticulous way.

## Working Experience

- Two Years of experience as Sales Coordinator & Admin asst Al Maya Group of Companies Dubai. (2020 December- 2022Dec).**
- Former experience as Customer Relation cum Admin at Yamaha Motors India Pvt Ltd (2012 June-2020 February).**
- Three Months Experience as a customer Service cum call Centre Executive at DR Couriers & Cargo Dubai.**
- Three years of experience as a Front Desk Receptionist at FFC Restaurant at Daman&Diu.**

## Objective & Responsibilities

- Handling Inventory stock adjustments
- Preparing Purchase orders from customers
- Closing Daily and Monthly purchases.
- Making Purchase Reports, Credit notes, LPO's.
- Checking for accuracy and editing files, like contracts
- Preparing salary sheet and monthly attendance in BPM software.
- Preparing Vouchers and reports in Tally ERP.
- Solving Customer Complaints and queries.

## Reference

SHAHID C KABEER  
FINANCE CORDINATOR  
AL MAYA GROUP INTERNATIONAL  
[theshahid97@outlook.com](mailto:theshahid97@outlook.com)

## Declaration

I hereby certify that particulars given above are true and correct to the best of my knowledge

**SIMI.BG**