


SINDHOORA K



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 Al Riqqa, Al Jazzat, Sharjah, UAE

 Indian

 27/11/1997

 Single

 V8220607

EDUCATION

**Bachelor Of Commerce,
Co-operation
College of Commerce**

06/2015 – 05/2018 | Kerala, India

**Certificate course in
computerised accounting in
tally ERP9
G-TEC computer education**
Kerala, India

**Certificate in computerised
accounting (CCA) C DIT under
govt of india
Center for development of
imaging technology**
Kerala, India

PROFESSIONAL EXPERIENCE

Admin Executive

MI Life Style Marketing Global Pvt. Ltd

01/2019 – 09/2024 | Kerala, India

- **Billing:** The process of sending an invoice to a customer for goods and service received.
- **Sales:** Manage and motivate the sales team to increase revenue in given time or monitored customer buying trend. Market conditions and competition action to adjust strategies and achieve sales goals. Directed work of an efficient administrative team maintaining accurate sales, inventory and order documentation. Achieved dramatic sales increase by skilfully managing relationships and pro active sales approaches.
- **Warehouse management:** Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, preparing invoices, customer service.
- **Book keeping/register keeping:** Preparing daily datas in registers, stores daily and instructions for quick processing, prepare day-to-day datas in system.
- **Stock analysis:** Preparing weekly stocks up to date and making its computer data, auditing the differences between stocks.
- **Data entry and documentation:** Updating all data systematically.
- **Administrative accounting:** Involves a formal methodology for gathering, reporting and evaluating financial data that deals with management planning and control.

Accounts Trainee

K.K.Associates

2018 – 2019 | Kerala, India

- Preparation of manual and computerized accounting.
- Maintenance of day book and ledger
- Reconciliation of bank, customer and suppliers
- Handling self correspondence with all business clients.
- Handling day – to day financial accounting with the help of computerized accounting
- General office duty.

PROFESSIONAL SUMMARY

Knowledgeable Administrative Professional well-versed in producing high-quality spreadsheets, reports and undertaking any management task with a focus on efficiency, accuracy and customer service.

LANGUAGES

English

Hindi

Malayalam

VISA STATUS

Visiting Visa

04/10/2024 - 01/01/2025

SKILLS

TALLY ERP 9 | GST Accounting |
Certificate in computerised accounting(CCA) |
Advanced Diploma in Computerised
Accounting(ADCFA) | Microsoft Word |
Microsoft Excel | Data Entry | Quick Learner |
Critical Thinking | Leadership |
Staff Motivation | Organising Mail |
Microsoft Outlook | Sales Development |
Warehouse Management

DECLARATION

I hereby declare that the above furnished details by me are
true and correct to the best of my knowledge and belief.

Sindhoora K