



SREEHARI ADIYADAVAN

Office Assistant cum Receptionist & Accounts Clerk

Detail-oriented Office Assistant cum Receptionist & Accounts Clerk with experience in providing administrative support, managing reception duties, and handling basic accounting tasks. Proficient in performing a wide range of office tasks including scheduling appointments, managing correspondence, and maintaining organized filing systems. Skilled in handling financial transactions, recording expenses, and assisting with basic accounting functions. Strong interpersonal and communication skills with the ability to effectively interact with clients, colleagues, and vendors. Eager to contribute to the smooth operation of office procedures and support the overall success of the organization.

PERSONAL DETAILS

Mobile No: +971 581439080

Email ID: sreehariperumbala100@gmail.com

Linkedin: www.linkedin.com/in/sreehari-a-

Address : Dubai, UAE

Nationality : Indian

D.O.B : 09th December 1996

Marital Status : Single

Visa Status : Visit Visa

ACADEMIC CREDENTIALS

2020 **Bachelor of Commerce**
Annamalai University,
Tamilnadu, India

2017 **Diploma in Mechanical Engineering**
Govt. Poly Technic College
Kasaragod, Kerala, India

2014 **Higher Secondary**
Board of Higher Secondary
Examination, Kerala, India

2012 **SSLC**
Board of Public Examination,
Kerala, India

CERTIFICATION

2021 **Junior Diploma in Co-Operation**
CTC Munnad, Kasaragod, Kerala,
India

2021 **Desk Top Publishing**
Master Computer Center,
Kasaragod, Kerala, India

COMPUTER PROFICIENCY

- Windows –XP, 7,8,10
- MS Word
- MS Excel
- MS PowerPoint

KEY SKILLS

- Administrative support
- Reception duties
- Accounts management
- Customer service
- Financial tasks
- Appointment scheduling
- Inventory management
- Communication skills
- Inventory monitoring
- Customer relations
- Record keeping
- Safety compliance

EXPERIENCE

- ❖ **Office Assistant cum Receptionist & Accounts Clerk | Jun 2022 – Jun 2024**
Co Operative Medical Centre Mulleria (a unit of the Kasaragod District co operative Hospital Society Ltd.) Kerala, India

KEY RESPONSIBILITIES

- Manage financial tasks including billing, financial statements, and expense reports.
- Handle phone calls, schedule appointments, and address customer complaints professionally.
- Provide efficient administrative support with exceptional attention to detail and customer service skills.
- Communicate and coordinate with colleagues as necessary to ensure smooth operations.
- Answer incoming calls, take messages, and redirect calls as necessary.
- Manage the reception area, ensuring cleanliness and organization.
- Promote services to patients, address feedback and complaints, and manage various clerical tasks.
- Maintaining accurate inventory records including additions, deletions, and updates, conducting physical store inventory checks, and reconciling records.

- ❖ **Field Assistant (Circulation) | Jan 2019 – May 2022**
Mathrubhumi News Paper, Kasaragod, Kerala, India

KEY RESPONSIBILITIES

- Handle customer feedback, inquiries, and complaints professionally and effectively.
- Develop and nurture relationships with customers to foster trust and loyalty.
- Engage with existing and new customers to address their needs and preferences.

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

PASSPORT DETAILS

Passport No : N9066506
Date of Issue : 04.04.2016
Date of Expiry : 03.04.2026
Place of Issue : India

HOBBIES



Sports



Travelling



Reading

- Maintain positive relationships with existing clients to ensure satisfaction and repeat business.
- Contribute ideas and suggestions for improving circulation processes and customer service strategies.
- Cultivate strong relationships with existing customers to enhance trust and loyalty.
- Initiate regular communication with customers to understand their needs and preferences.

DECLARATION

I hereby declared that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

SREEHARI ADIYADAVAN