



SAIDALAVI KM

ADMIN & ACCOUNTANT

ABOUT ME

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills and talents with my immense desire for knowledge and experience, and thereby to the full extend and become an asset to the organization.

PERSONAL DETAILS

- +971 524451911
- AL Nahda, Sharjah, UAE
- saidalavikm708@gmail.com
- DOB: 20.05.1996
- Nationality: India
- Passport validity 24.07.2026
- Employment VISA
- <https://www.linkedin.com/in/saidalavi-k-m-08497a209>
- English, Hindi, Malayalam
Tamil, Arabic

SKILLS

COMMUNICATION	<div></div>
MANAGEMENT	<div></div>
TEAM WORK	<div></div>
ORGANIZATION	<div></div>
LEADERSHIP	<div></div>

EXPERIENCE

- ACCOUNTANT AND ADMIN** - April 2022 - Present
Night to Night Department Store - Sharjah- Al Nahda
 - Petty Cash Handling
 - Prepare suppliers payments throughout PDC cheques.
 - WPS salary payroll and preparation.
 - PDC processing.
 - Reconciling with bank statement weekly and monthly.
 - Follow up visa process and enquires from phone and e-mails.
 - Monthly closing and reconciliation and providing zero error reports.
 - Managing staff data and documents databases (e.g vacation, sick leaves...monthly Leave duty shift and attendance
- SALES AND TECHNICAL SUPPORT** - 2021 - 2022
Brandigence Hilite Business Park- Calicut, India
 - Tele sales and installing software.
 - Managing multiple cases at one time.
 - Monitor performance and maintain system according to Requirements.
 - Speaking to customers to quickly get to the root of their problem.
- ADMIN AND STORE IN CHARGE** - 2018 - 2021
Samco Hotel - Chennai, India
 - Providing excellent customer service as per hotel standards.
 - Handling guest complaints and concerns in an efficient and timely manner.
 - Maintain store inventories and all items.
 - Remind room reservation and party arrangements.

EDUCATION

- Regular Bachelor Degree in "Bachelor of Travel and Tourism Management"** 2017
(B.T.T.M) University of Calicut. Kerala, India
- Regular Higher Secondary in GHSS Pang** - 2014
Kerala, India

SOFTWARE SKILL

- Ms. Word (Excel, World)
- Mycom (Accounts software)
- Zkteco (Fingerprint Attendance)