



SNEHA P S

ADMIN ASSISTANT

PROFILE

Place: Abu hail, Dubai
Date Of Birth: 11/09/1999
Nationality: Indian
Marital Status: Married
Passport No: B6290047
Visa Status : Dependent Visa

CONTACT

Ph.0567457220
Mail: snehaps887@gmail.com

LANGUAGE

- English
- Hindi
- Malayalam

HOBBIES

Listening Music
Watching YouTube
Travelling

CAREER OBJECTIVE

I am actively pursuing an opportunity to apply my extensive knowledge acquired during my graduate studies and two years of professional experience in a well-respected firm. As a commerce graduate, I am committed to advancing my career path, and I bring a disciplined, focused approach along with fresh ideas to contribute to the organization's success.

EXPERIENCE

Zanz Baby, India
Marketing and admin
2020-2022

EDUCATION QUALIFICATION

Bachelor of Commerce (B.Com)

University of Calicut
2020

Plus Two Commerce

Kerala Board of Higher Secondary
2017

CERTIFICATES

- Professional Diploma in Computerized Financial Accounting
- Professional Diploma in Multimedia Animation

SKILLS

- MS EXCEL
- MS WORD
- MS OUTLOOK
- TALLY ERP9
- WEB BROWSING
- PHOTOSHOP
- ILLUSTRATION