



Contact

Phone

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Email

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Address

Dubai, UAE

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Education

2018 -2021

B. Com

**Manjunatha pai Memorial
Government Grade College of
Professional and Business
Management - Karkala**

- Team Management
- MS Office
- Quality Control
- Business Development
- SLA Management
- Query Resolution
- Project management
- Tally 9.0

Languages

English

Tulu

Tamil

Hindi

Kannada

Malayalam

Sushma

Operation and Research Executive

To associate with a progressive organization that provides an opportunity to apply my experience , knowledge and skills in order to keep abreast with latest trends and technologies and intend to build a career with dedicated and committed people who will help me to explore and realize my potential.

Experience

GNN RESEARCH GROUP, DUBAI

April 2022 - April 2024

OPERATIONS AND RESEARCH EXECUTIVE

- Responsible for collecting data on consumers, competitors and market place and consolidate information into actionable items
- Being the part of both primary and secondary research conducted on different topics
- Understanding the objectives of different studies and deriving quality information from the data collected from qualified participants
- Determining the viability of a new service or product through research conducted directly with potential customer.
- Accumulating facts from online trustable sources for the purpose of briefing different studies and maintaining the quality.

FNFI Pvt. LTD , India

SEP-2021 TO FEB-2022

Assistant Accountant

- Posting day to day business transaction.
- Prepare invoices and submit the same to the client.
- Perform accurate reconciliation statement of bank accounts maintained by company.
- Managed account payable and account receivable.
- Maintained files and computerised accounting database.
- Maintained friendly and effective relationship with clients and contact them with additional information needed

Personal details

Martial Status	Single
DOB	05/12/2000
Passport Number	V4995566

Declaration

I hereby declare that the above given information is true to the best of my knowledge and belief

Sushma