



# Susmy Francis

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## Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience

- **Orion Security Service LLC**  
20/04/2023 -  
Security Guard (PSBD) at Capital Mall Mussafah Abudhabi.
  - Patrolling and Monitoring.
  - Customer Service
  - Emergency Response
  - Surveillance
  - Conflict Resolution
  - Documentation.
- **Pulse Diagnostics And Surgicals**  
15 July 2019 - 30 October 2022  
Accounting and Office Assistant
  - Book Keeping
  - Invoicing
  - Payroll processing
  - Bank Reconciliation
  - Finance Reporting.
  - Expense Tracking
  - Tax Support
  - Data Entry
  - Document Management
  - Customer service

## Education

Course / Degree	School / University	Grade / Score	Year
Tally	C-DIT Kerala	Passed	2020
Postgraduate Diploma in Computer Applications	Kerala C-DIT		2014
B-COM WITH TAXATION	Kerala University		2013

## Skills

- Basic Computer Knowledge (Outlook, Excel, word).
- Planning & taking Decision, Adaptability & Have good Communication Skills.
- Quick Learner with deep sense of responsibility and commitment to work.
- Ability to perform multi-task jobs.

## Languages

- English, Hindi, Malayalam

## Personal Details

- Date of Birth : 23/10/1992
- Marital Status : Married
- Nationality : Indian
- Religion : Christian
- Gender : Female
- Visa Status : Work visa
- Visa Expiry Date : 12 April 2025
- Passport: : W5082261

## Declaration

- I hereby declare that all the information given above is true and correct to the best of my knowledge.