

ARCHANA T K

Dubai , UAE

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PROFILE

Graduate in B-com Finance. I have 2 years of Experience as Assistant HR and 2 year experience as Assistant Accountant. Work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately for the growth of organization.

PROFESSIONAL EXPERIENCE

Designation: Assistant HR executive

Company : Kyrgyz (Atlas)international tours and travels pvt

Ltd Location: Bangalore, India

Jan 2022-Dec 2023

Roles and Responsibilities

- Prepare job descriptions based on job analysis
- Post job ads on Linkedin and relevant platforms to hire appropriate candidates.
- Process documentation and assist the HR department with clerical support
- Provide information about company operations to direct new employees.
- Ensuring that customers are satisfied with services
- Manage large amounts of incoming phone calls and mail.
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits, follow up to ensure resolution
- Keep records of customers interactions, processes customers accounts, and file documents
- Tracking couriers, Registered mail, and legal notices on behalf of management

Designation: Assistant Accountant

Company : Cosmol IT solution Pvt Ltd

Location: Kerala, India

Jun 2019-Feb 2021

Roles and Responsibilities

- Reviewing files, records and other documents to information for responding to request
- Opening, sorting and routing incoming mail, answering correspondence, and preparing outgoing mail
- Collecting, verifying, disbursing money, basic bookkeeping and completing a banking transaction Preparing and mailing bills, contracts, policies, invoices and cheque.
- Posting daily accounting transactions such as sales ,purchases, cash, and journal vouchers

PROFESSIONAL SKILLS

- Exceptional verbal and written communication skills
- Team Working Skills
- Time management and ability to meet deadlines.
- The ability to work under pressure and multi-task
- Can deliver quality results.
- Have working experience as Administrative Assistance.
- Expert in Maintain to make a good relation with Client/Customers
- can Manage and Coordinates with employees and employer.
- Handled Organization's Social Media
- MS Excel, Word & PowerPoint

EDUCATION

- Bachelor of Commerce in Finance- Calicut university in 2018
- Higher secondary school -Gvhss Nadakkavu, Kerala in 2015
- Higher school -Gvhss Nadakkavu, Kerala in 2013

PERSONAL DETAILS

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|---------------------|--|
| ➤ Date Of Birth. | 12-12-2997 |
| ➤ Gender | Female |
| ➤ Marital status | Single |
| ➤ Nationality | Indian |
| ➤ Visa status. | Visit visa |
| ➤ Languages known | English, Hindi, Malayalam, Tamil |
| ➤ Hobbies | Reading books, Drawing, travel |
| ➤ Permanent Address | Thiruthi kunnath thazham (H),Eranjikkal p.o,
Kerala, India Pin-673303 |

Passport Details

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| ➤ Passport No. | V2212791 |
| ➤ Place of issue. | Calicut |

DECLARATION

I hereby declare that all the above information is correct and accurate..