



# CHINCHU PS

Administrative/ Document Controller

## CONTACT

+971 547404947

chinchusneha12@gmail.com

Dubai, UAE

## PERSONAL DETAILS

DOB : 03/08/1995  
Nationality : Indian  
Gender : Female  
Marital status : Married  
Visa status : Visit visa  
Passport : C0447497

## SKILLS

- Attention to detail
- Administrative ability
- Problem solving
- Time Management
- Relationship building
- Adaptability
- Guest satisfaction
- File Management
- Multitasking
- Customer Service
- Data entry (Speed 40 wpm accuracy 100%)

## LANGUAGES

- English (Proficient)
- Malayalam (Mother tongue)
- Tamil (Proficient)
- Hindi (Elementary)

## PROFILE SUMMARY

Highly motivated Administrative Analyst and Data Analysis with a proven track record of excelling in dynamic business settings. Skilled in spearheading the implementation of efficient daily business operations, enhancing overall business efficacy, and producing comprehensive reports.

## WORK EXPERIENCE

### Administration Receptionist

Iocod Cyber park I Kozhikode, India

10/2022 - 10/2024

- Manage daily schedules and appointments for the executive team
- respond to manage all incoming and outgoing communication, including emails, phone calls and letters
- Support various teams within the organization as needed, including but not limited to Human resource, finance, and marketing
- Prepare and edit correspondence, reports, and presentations
- Plan and coordinate events, meetings and conference
- Take dictation and minutes and accurately enter data
- Produce reports, presentations and brief
- Develop and carry out an efficient documentation and filing system
- Handle procurement of office supplies and coordinate with vendors
- Coordinated travel flights, Accomodation and itineraries for office staff

### Guest Relations Executive & Document controller

Bhasuri Inn I Thrissur, India

06/2020 - 09/2022

- Welcoming guests in a friendly and professional way
- Addressing and escalating customer complaints
- Providing information about facilities, programs and other services
- Provide Information about amenities area, venues and promote services
- Review and update technical documents
- Copy, scan and store documents & check for accurately and edit files like contracts
- File documents in physical and digital record
- Manage the flow of documentation within the organization
- Distribute project-related copies to internal teams.

### Data Analyst

Conduent | Cochin, India

03/2018 - 05/2019

- Performed high-speed typing, Increasing workflow productivity
- Assured data confidentiality by strictly adhering to company privacy policies and regulations.
- Ability to work efficiently with large datasets
- Executed daily clerical tasks such as photocopying, scanning faxing documents for smooth business operations
- Facilitated improved business decision making through generation of quality reports based on collected data

## Customer relationship executive

01/2016 – 01/2018

Edelweiss Tokio Life Insurance, Thrissur, Kerala, India

- Demonstrated excellent problem-solving abilities when faced with challenging customer situations
- Conducted follow-up surveys with clients for ongoing service improvement
- Coordinated with sales teams to upsell services or products, benefiting overall revenue generation
- Collaborated with various departments to resolve customer issues promptly
- Assisted in the development of marketing strategies by providing insights on customer behavior trends
- Maintained extensive knowledge of products and services for informed customer interactions

## EDUCATION

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- **Bachelor of Commerce** : accounting, 10/2023 – 01/2025  
Bharathiar University, Coimbatore, Distinction
- **SAP Power User Certified Consultant SAP FICO B1** : Accounting,  
02/2023 – 11/2023  
Primus Techsystems Pvt, Ltd, Cochin, Distinction

## CERTIFICATIONS

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- SAP FICO Power User Certification
- SAP Business One
- Tally Prime Microsoft Office Specialist 2019
- Microsoft Office (Word, Excel, Power Point) 2013
- Data Entry under Govt of Kerala

## DECLARATION

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I Solemnly declare that all the above information is correct to the best of my knowledge and belief

Place :

**CHINCHU P S**