



**REMYA MANJURAJAN**

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## Objective

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

## Experience

### **westzone supermarket abudhabi UAE**

**Jan 1st 2022 - Nov 15th 2022**

#### **Assistant Accountant**

- Monitor accounts to identify outstanding debts
- Investigate historical data for each debt or bill
- Find and contact clients to ask about their overdue payments
- Take actions to encourage timely debt payments
- Process payments and refunds
- Resolve billing and customer credit issues
- Update account status records and collection efforts
- Report on collection activity and accounts receivable status

### **westzone supermarket abudhabi UAE**

**Oct 25th 2021 - Dec 31 2021**

#### **storekeeper**

- Assist the store manager with his day-to-day responsibilities
- Keeping the store fully stocked
- Data Entry works
- Receive and Purchase stocks
- Assist retail employees with inventory control
- Keep the retail area tidy, clean, and sanitary
- Keeping a record of sales and restocking the store accordingly
- Managing and training store staff

### **Malavika enterprises Trivandrum Kerala**

**June 2016 - sep 2021**

#### **store in charge cum stock assistant**

- Store keeper
- Maintainig sales and purchase records
- Daily stock close statement
- Preperation of P&L account
- Monthly sales and stock statement
- Stock ledger
- Overseeing pricing and stock controls
- Managing staff, planning and devaluating department activities

### **Conscience Business solution Technopark phase 3 Trivandrum Kerala**

**June 2019 - mar2016**

#### **Medical transcriptionist**

- Transcribe medical staff dictation from hospitals
- Proofread documents for spelling and grammar mistakes
- Document and type medical reports interpreted by laboratory staff and pathology department

## Education

### **women's polytechnic college kaimanam Trivandrum Kerala**

Diploma in instrumentation course  
2015 —

### **Govt .HSS azhoor . chirayinkeezhu**

plus two Biology Science  
2012 —

### **Govt .HSS azhoor chirayinkeezhu**

SSLC  
2010 —

<b><i>Skills</i></b>	<ul style="list-style-type: none"><li>• computer skills :</li><li>• Wings</li><li>• MS office</li><li>• Excel</li><li>• PowerPoint</li><li>• Internet and email</li><li>• operating system: windows 7 , windows 8, windows 10</li><li>• Autocad 2D</li></ul> <ul style="list-style-type: none"><li>• Professional skills :</li><li>• Hardworking</li><li>• self motivated</li><li>• Time management</li></ul>
<b><i>Language</i></b>	English , Hindi, Malayalam , Tamil
<b><i>Additional Information</i></b>	personal details :  Date of birth. :10.05.1995 Gender. : Female Marital status : Married Nationality. : Indian
<b><i>Reference</i></b>	<b>on request</b>