



SOORYA NARAYANAN POTTY

Admin ASSISTANT

A graduate from Raffles International college, Sydney University, with over 7 years of cumulated work experience in Human Resource Management and Accounting and in administration. Seeking a challenging career in Administrative Management where my knowledge and skills can be effectively utilized for the growth of the organization. Looking forward to be part of an enterprise which gives me ample opportunities to learn, grow and be a significant part of its success story.

Contact

Phone

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Email

soorya4545@gmail.com

Address

Dubai Investment Park

Status

Ready to Join

Education

2011-2014

Bachelor Of Commerce

[Raffles International College] -
[Bangkok], [Thailand]

NSW certification From Sydney
Australia Major in Management.

2009 - 2010

XII- COMMERCE

Saraswathi Vidyalaya

Expertise

- MICROSOFT G-SUITE
- COMMUNICATION
- LISTIENING ADAPTIVE
- PROBLEM SOLVING
- ANALYTIC SKILLS

Language

English

Malayalam

Hindi

Tulu

Tamil

Experience

2022-2023

Tasna Mines Pvt Ltd

Accounts Cum Admin

- Handling office paperwork
- Maintaining filing system.
- performing general office tasks
- Helping to organize common office areas.
- Worked closely with accounts of Adani International, TM Constructions, Aishwarya
- Granites Managing incoming stocks from quarry, preparing of GST filing, bank reconciliation
- preparing employees Payroll
- Handling customer via Phone

2019-2021

vesta Corporation, India

Assistant Manager

- Handling office paperwork
- Overlooked the entire accounts of the firm
- Managing incoming stocks from various manufacturers of different state warehouses and factories
- Follow up of receivables and payables, bank reconciliation statements, deliverables and so on
- Handling customer Via Calls
- organizing paper works
- preparing GST files

2016-2018

Threeseas Infologics pvt ltd

HR ADMIN

- Preparing work chart and analyze their performance on monthly basis.
- Responsible for monitoring employee's attendance and leave for their payroll
- Assigning work for employees on daily basis
- Handling employees on their work on daily basis.
- Handling customer for their real-estate business

2015-2016

Realight Healthcare Ltd

ADMIN

- Daily /monthly field report follow-upof marketing team for evaluation of performance, sales and incentive
- Inventory movement (Sales) analysis, goods return, expiry evaluation
- Follow-up of various marketing activities such as media advertisement and display/shelf rentals at various trade outlets.
- Planning and scheduling the supply chain management to variousprovinces of the country.

Reference

SUBRAMONY

MANAGING PARTNER

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MANAGER

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