

RESUME

ASWATHY B

Flat no: 68, Bldg No: 212

Road No: 0321, Gudaibiya

Kingdom of Bahrain

Mob: 36362556

Email: achuzachuz1988@gmail.com



CAREER OBJECTIVE

To obtain a challenging and progressive position in an industry, where I can utilize my Knowledge, hardworking capacity and creative thinking aid to achieve the industries goals and customer satisfaction.

PERSONAL SKILLS

- Good communication skill
- Ability to deal with people diplomatically
- Willingness to learn and an efficient team player

WORK EXPERIENCE

- ❖ Company name : TOCHO INTERNATIONAL CONSULTANCY SPC
Designation : Accountant
Duration : JANUARY 2020-At Present
- ❖ Company name : DOT'S MEDIA INTERNATIONAL CO WLL
Designation : Administration Manager & accountant
Duration : SEPTEMBER 2019-JANUARY 2020
- ❖ Company name : RAJ AIR CONDITIONING SPARE PARTS CO.
Designation : Administration Manager & accountant
Duration : 11/05/2018- SEPTEMBER 2019
- ❖ Company name : Aster real estate
Designation : Office staff
Duration : august 2017- March 2018
- ❖ Company name : AMRC Kollam
Designation : Sales Executive
Duration : Jun 2017- August 2017
- ❖ Company name : NSS HSS Kottayam
Designation : Teacher
Duration : March 2016- August 2016

DUTIES & RESPONSIBILITY

- Overall responsibility for the smooth running of the office.
- Making sure that all office systems are managed and maintained, including Staff Recruitment Files; Stationery Log and Stock Checks; Uniform Sales; Petty Cash; and Client Files.
- Producing documents, briefing papers, reports and presentations.
- Experience of managing a team of up to 10 staff members.
- Staff administration including holiday and sickness tracking.
- Assisting with the preparation of the monthly management accounts.
- Monitoring of staff timesheets time in lieu and holidays.
- Organizing meetings and ensuring senior managers are well prepared for them.
- Maintaining & developing the office filing systems both on paper and computer.
- To identify, plan and execute implementation of new business streams.
- Ensuring that any concerns or complaints are dealt with appropriately.
- Involved with recruitment; dealing with ad responses, sourcing potential candidates and arranging interviews.

EDUCATION PROFILE

Degree/Course	Institute/University	Percentage	Year of passing
B.Ed. Hindi	M.G UNIVERSITY	82%	2017
Post-Graduation Hindi	Sree Sankaracharya University	67%	2015
Degree Hindi	Kerala University	74%	2013
Senior Secondary	State Board of Secondary Education	70%	2010
SSLC	State Board	80%	2008
MS OFFICE	GTECH COMPUTER EDUCATION CENTRE	80%	2017
TALLY	GTECH COMPUTER EDUCATION CENTRE	80%	2017

AREAS OF INTERESTING

- Acting
- Dancing
- Singing
- Social activities

STRENGTHS

- Adaptability
- Punctual
- Sincere
- Hard working
- Ability to work in a team

PERSONAL DETAILS

Name : Aswathy Babukuttan Pillai
DOB : 02/05/1992
Gender : Female
Nationality : Indian
Marital status : Single
Languages known : English, Malayalam, Hindi & Tamil
CPR No : 920547796

PASSPORT DETAILS

Passport No : P6557182
Issue date : 17.04.2017
Expiry date : 16.04.2027
Place of Issue : Trivandrum

DECLARATION

I hereby declare that all the above furnished information is true and correct to the best of my knowledge and belief. Given an opportunity, I would dedicated my best efforts and aim to excel in whatever task that may be assigned to me.

Date:
Place:

ASWATHY B