

ATHEENA

MARIYA THOLATH



Contact

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Segaya, Manama

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Education

Bachelor of Technology in
Electronics and Communication
Engineering -2016

Languages known

English, Malayalam

Hobbies

Listening Music, Playing Chess,
Watching Movies.

Summary

A self-motivated B.Tech professional having 3.9 years experience as Office Administrator, Process Associate and Customer Support Executive.

Skill Highlights

- Tally ERP 9
- Project management
- Strong decision maker
- Good in indexing, quality checking & analysing.
- MS Word, Excel
- MS Powerpoint
- Innovative
- Service-focused
- Organizational and leadership skill

Experience

Office Administrator, 08th Feb 2020 to 15th Feb 2021

Primo Family Finishing Co. / Collection Debt Collection Co.

Primo Family Finishing Co. is a construction firm doing all kinds of construction works from base to interior decoration.

Collection Debt Collection Co. is a document clearing firm for LMRA, Sijilat and Gosi.

- Handled projects – Door fixing, Installation of kitchen units, Manpower supply, Tile fixing, wallpaper fixing, plumbing.
- Preparing quotation, LPO, invoice and delivery note.
- Keeping log of day to day project progress and maintaining client communication.
- Maintaining company accounts and payroll management using Tally ERP 9 software.
- Handled VAT filing and VAT return.
- Handled document clearance- Visa processing, taking appointments for LMRA, Gosi, Sijilat and MOICT, CR registration, new CPR, renewal of CR and CPR.
- Experience in Economic substance return (ESR) filing.
- Keep stock of office supplies and place orders when necessary
- Manage phone calls and correspondence (e-mail, letters etc.). Performing secreterial duties

Personal Profile

Gender: Female

Date of birth: 02/11/1994

Marital Status: Married

Nationality: Indian.

Visa: Dependent Visa

CPR No: 941138992

Passport No: T4990611

Process Associate, 26 Mar 2018 – 21st Jun 2019

Nest Information Technologies, Kalamassery, Kochi, Kerala, India.

- Handled a part of Title Insurance process.
- Documentation & Verification.
- Request from the client are done using online verification of property related documents.
- We filter through any and all documents pertaining to the owner and subject property and gather the documents that are pertaining to the requested depth of search.
- The report that is prepared and the documents found during various stages of the process are then delivered to the client.

Process Associate, 9th Jan 2017 - 28 Feb 2018

Stream Perfect Global Services (SPGS)- Infopark, Kakkanad, Kochi, Kerala.

- Performed daily verification process.
- Process are stringently executed and accomplished with international quality standards.
- Generated databases that are free from duplicity, missing or incorrect details, spelling and typo errors.

Customer Support Executive, 30th May 2016 - 20th Dec 2016

Net Trans Infotech Pvt.Ltd- Kakkanad, Kochi, Kerala.

- International Telecom Service from United Kingdom to any other Countries.
- Provided customer support to clients in United Kingdom.
- Daily updated the details as per the customer needs.
- Troubleshoot all technical issues.
- Dealt with sales of the product.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

(ATHEENA MARIYA THOLATH)

PLACE: BAHRAIN.