



# MEERA RAJU

## PROFILE

I Would like to pursue my career in customer service industries and looking forward for an organization that provides an opportunity for professional growth

## CONTACT

PHONE: 0545631021

## Whatspp

+91 8137973903

## Address:

EMAIL: meeraraju321@gmail.com

## LANGUAGES

English  
Malayalam

## COMPUTER SKILLS

LDM software  
MS office  
MS excel

## PERSONAL DETAILS

Date of Birth – 10/11/1990  
Marital status – Married  
Visa Status - Depend  
Visa(Golden Visa)

Nationality: Indian

## EDUCATION

**B.Com with Cooperation**  
NSS Co-Operative College - M.G.University - 2011

**Board Higher Secondary (+2)**  
Baker Memorial Girls H.S.S. Kottayam - 2008

**SSLC** Board of Public Examination – Kerala - 2006  
B.I.G.H.S., Pallom

## WORK EXPERIENCE

### Professional Work Experience (UAE):

**M/s. Accucare Medical Center.**

**Al Ain, UAE**

**Position: Archive Clerk**

**Duration: 13th March 2022 to 31<sup>st</sup> May 2023**

### Duties & Responsibilities:

- ❖ Patient Register for RT-PCR Test
- ❖ Receiving Patient's Result (Negative & Positive) From Laboratory
- ❖ Making Report for Patient & Sending by SMS
- ❖ Updating ALHOSN UAE APP
- ❖ Technical Error problem-solving on ALHOSN APP
- ❖ Positive Patient information sending to DOH (Department of health UAE)
- ❖ Receiving General Lab simple and doing registration
- ❖ Filing of hard & soft copy of all batches every day from sequence numbers.

### Professional Work Experience (India):

- 1) **M/s.Udaya Drug House**  
**Kottayam – Kerala – India**  
**Position : Account Assistant**  
**Duration : 1<sup>st</sup> July 2011 to 8<sup>th</sup> Sept.2012**

**Duties & Responsibilities:**

- ❖ Preparation of Daybook
- ❖ Receiving Cash
- ❖ Preparation of Journal Entry
- ❖ Bank reconciliation
- ❖ E-Filing

**2) M/s. Muthoot Pincorp Ltd.**

**Kottayam – Kerala – India**

**Position : Branch incharge**

**Duration : 20<sup>th</sup> Sept.2012 to 3<sup>rd</sup> July.2019**

**Duties & Responsibilities:**

- ❖ Customer Service
- ❖ Receiving Cash
- ❖ Cash & Cheque dealings
- ❖ Money Transfers
- ❖ Forex
- ❖ Bank Reconciliation
- ❖ Day book Preparation
- ❖ Co-ordinate works

**DECLARTION**

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I HEREBY DECLARE THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

**MEERA RAJU**

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