



SREEJAMOL PV

OBJECTIVE

An extremely motivated and focused accountant with six years' experience in customer care and accounting filed. A broad and comprehensive knowledge of basic accounting procedures and a keen eye for detail leads to fluid and transparent book-keeping and in turn client satisfaction. A positive and forward thinking attitude combined with a calm, professional demeanour delivers detailed and accurate accounting results.

PASSPORT DETAILS

- Passport no U 512221
Date of issue 22/05/2020
Date of expiry 21/05/2030
Place of issue Trivandrum

VISA STATUS

- Nationality : Indian
Visa status : Resident visa
Validity : 2 year

EDUCATION

- Airline Management And Airport Ground Handling
- **Kerala University**
B.com
- **Board of Public Examination, Govt of Kerala.**
Higher secondary in commerce
- **Board of Public Examination, Govt of Kerala.**
SSLC

EXPERIENCE

CONTACT

- @ sreamolpv@gmail.com
- 📞 +971501738407

SKILLS

- Highly experienced in all aspects of customer care service personnel.
- Confident communicator
- Proven track record in identifying basic accounting.
- Strong knowledge of all minor accounting systems
- Flexible, adaptable and willing to go the extra mile
- Thrives in a high pressure work environment
- Meticulous and thorough approach to accounting
- MS Office, Tally, Computer Operator and Programming Assistant

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PERSONAL DETAILS

- Marital Status : Married
- Nationality : Indian
- Place : Abudhabi

- o **Alfalah Exchange Company Abu Dhabi**

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Customer Care Executive/ Cashier

- o Open and maintain customer accounts by recording account information
- o Resolve product or service problems by clarifying the customer's complaint; detailing the best solution to solve the problem; expediting correction or adjustment
- o Maintain financial accounts by processing customer adjustments
- o Recommend potential products or services to management by collecting customer feedback
- o Prepare product or service reports by collecting and analysing customer information

- o **Al shamsi Metal Furniture Factory, Mussafah, Abudhabi**

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Office Secretary

- o **BPO industry(first source solution ltd)**

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Customer Care Executive

- o Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- o Opens customer accounts by recording account information.
- o Maintains customer records by updating account information.
- o Resolves product or service problems by clarifying the customer's complaint.

- o **High Land Hotel and Resorts, Kottarakkara,Kerala**

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Front Office Accounts Assistant KERALA, INDIA

- o Responsible for basic file works in accounts, budget and cash flow
- o Communicating with senior management regarding daily reservation cash count
- o Supervising trainee front desk staffs.