



PERSONAL INFORMATION

NATIONALITY

INDIAN

GENDER

FEMALE

DATE OF BIRTH

28 MAY 1985

MARITAL STATUS

MARRIED

PASSPORT NO

V2885561

PASSPORT EXPIRY DATE

01/06/2032

LANGUAGES KNOWN

ENGLISH

MALAYALAM

HINDI

TAMIL

JIBIYA GOPI S

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Email : jibiya.g@gmail.com

OBJECTIVE

Seeking a challenging and prospective career opportunity, which utilizes the skills I possess by the virtue of experience, to its full extend for the betterment of the Company as well as myself.

EDUCATIONAL QUALIFICATION

- Master Of Computer Application from Sun College of Engineering and Technology Anna University, Nager Coil, Tamil Nadu, India
- Bachelor of Science from V.T.M.N.S.S. College, Dhanuvachapuram Kerala University, Kerala, India.

WORK EXPERIANCE

- 4 years and 2 months working experience as an Admin Assistant.

Al Nasr Contracting. Abu Dhabi.

Position: Admin Assistant

Responsibilities Include:

Admin Assistant

- General Accounting.
- Pay Roll.
- Employee's leave and payment details.
- Maintaining details of increment, bonus, time sheet etc.
- Sub contractor's & Suppliers invoice.
- Comparing delivery note & Invoice.
- Interaction with vendors & contractors.
- Co-ordinate with clients, Consultants & Contractors regarding the payment.
- General Correspondence.
- Maintaining files.

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.