

SREEJAMOL PV



CONTACT

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✉ srejamolpv@gmail.com

PERSONAL DETAILS

Marital Status : Married
Nationality : Indian
Place : Abudhabi

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

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 : 3 year

EDUCATION

Board of Public Examination, Govt of Kerala.
SSLC

Board of Public Examination, Govt of Kerala.
Higher secondary in commerce

Kerala University
B.com

Airline Management And Airport Ground Handling

EXPERIENCE

High Land Hotel and Resorts, Kottarakkara, Kerala

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Front Office Accounts Assistant KERALA, INDIA

Responsible for basic file works in accounts, budget and cash flow

Communicating with senior management regarding daily reservation cash counts.

Supervising trainee front desk staffs.

BPO industry(first source solution ltd)

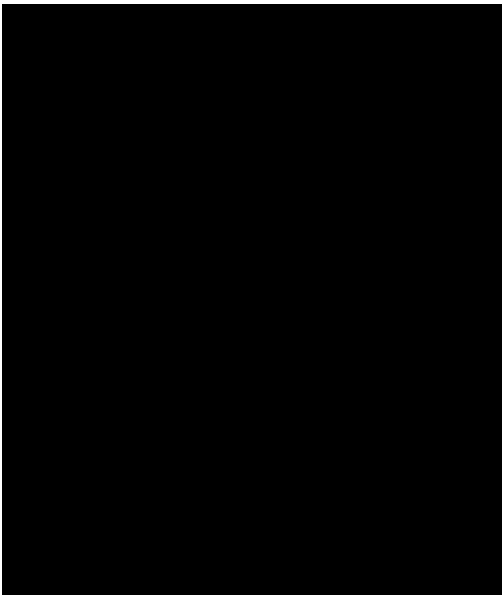
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Customer Care Executive

Attracts potential customers by answering product and service questions; suggesting Information about other products and services.

Opens customer accounts by recording account information.

Maintains customer records by updating account information.

Resolves product or service problems by clarifying the customer's complaint.



Alfalah Exchange Company Abu Dhabi

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Customer Care Executive/ Cashier

Open and maintain customer accounts by recording account information

Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution

Maintain financial accounts by processing customer adjustments

Recommend potential products or services to management by collecting customer information and analysing customer needs

Prepare product or service reports by collecting and analysing customer information

Al shamsi Metal Furniture Factory, Mussafah, Abudhabi

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Office Secretary