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Shabiya 10, Mussafah , Abu Dhabi

## SKILLS & ABILITIES

- Excellent management and supervisory skills.
- Extensive knowledge of security protocols and emergency preparedness.
- Excellent written and verbal communication skills.
- Ability to conduct training.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite
- Technical Support
- Encouragement
- Plan Development
- Entertainment
- Management

## LANGUAGE

English  
Malayalam  
Tamil

## COMPUTER SKILLS

MS office  
Excel  
Word  
PowerPoint

# ARCHANA PPM

Dedicated and adaptable professional with strong organizational and communication skills. Experienced in handling administrative tasks, customer interactions, and office coordination to ensure efficiency. A fast learner with a proactive approach to problem-solving and teamwork, eager to contribute to a dynamic work environment.

## EXPERIENCE

### ADMINISTRATIVE CLERK IN CO OPERATIVE BANKING

#### KOZHIKODE DISTRICT CO OP PRESS AND MEMBERS SOCIETY 2017 - 2022

- - Support administrative tasks, including filing and document management.
- - Process invoices, payments, and bank reconciliations.
- - Assist in preparing financial statements and reports.
- - Handle accounts payable and receivable transactions.
- - Ensure compliance with company policies and financial regulations.
- -Maintain accurate financial records and update ledgers.
- - Coordinate with clients and vendors regarding financial matters.
- - Assist in tax preparation and audits when required.

## EDUCATION

### HIGHER DIPLOMA IN CO-OPERATION & BUSINESS MANAGEMENT

E.M.S COLLEGE KOZHIKODE,INDIA  
2014-2015

### BACHELOR OF SCIENCE (BOTANY)

SNG COLLEGE CHELANNUR, INDIA  
2012-2014

### HIGHER SECONDARY EDUCATION

G.G.H.S.S BALUSSERY,INDIA  
2010-2011