

Sisira Soman

Address:

W/o Gireesh k.G, Koloth (H),Velakodu,
P.o Mundur,Pin : 680541

Phone:

+91 97448 96068

Summary

Analytical and detail-oriented professional with experience coordinating, planning, and supporting daily operational and administrative functions to excel in an Office/Administrative Assistant role.

Skill Highlights

- Manage customer service
- Data entry
- Invoicing
- Accounting services
- Innovative
- Self motivated

Experience

1 Year Experience as Office Assistant in Thrissur Gas products Pvt Limited, Ayyankunnu Industrial Estate

Skillfully manage wide-range of office and sales support tasks, including accounts payable / accounts receivable and payroll processing. Leverage strong multitasking skills to manage customer service, data entry, invoicing, inventory control, merchandising, returns processing, and purchasing. Respond to customer inquiries in person and over the phone; liaise with cross-functional teams in support of customer needs.

Education

Higher secondary with first class.

Computer Knowledge

- Microsoft Office Word
- Microsoft Office Excel
- Tally Gst

Declaration

I am here by declared that all the above furnished information is true to the best of my knowledge and if given an opportunity I promise to give the best abilities to the organization

Date :

Sisira Soman