

R.SHARINA

No . 311 PG avenue, 2nd Street

Kattupakkam , Chennai

Mobile:7899123983

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Career Objective:

- Wish to develop skills at handling projects in challenging environments meticulously and successfully contributing to the growth of the organization.
- To take up a challenging Career grows with honesty, loyalty, good relationship, and best performance, and translate my knowledge, skills and abilities into value for an organization.

Academic Credentials:

S.No	Board/University	Year of passing	Percentage
1.	B.com (computer application) Marudhar jain college for women, Vaniyambadi.	2015	84%
2.	PUC Hindu GHSS, Ambur, TamilNadu	2012	79%
3.	SSLC Hindu GHSS, Ambur, TamilNadu	2010	78%

Working Experience:

Designation: Senior personal executive and document assistant at Shriram city union finance ltd, Ambur

Employment Period: 2016 – 2018.

Job Responsibilities:

- Coordinate daily calendars of senior managers.
- Act as the point of contact between executives and employees/clients.
- Create regular reports and update internal database and verifying customer documents for approval of loan.
- Managing clients query, phone calls and emails.

Designation: Accountant at Vigneshwara Associates, Mathikere, Bangalore.

Employment Period: 2019

Job Responsibilities:

- Performing accounts payable and receivable functions.
- Ensure the statement and document the company produces are accurate and up to date.
- Maintaining accounts payable, paying monthly payroll, and preparing financial reports on monthly basis.
- Estimate and ascertain profits or losses and preparation of budget and cash control.

Designation: Tele calling executive at Samaya International pvt ltd, M.G Nagar, Bangalore.

Employment Period: 2019-2020

Job Responsibilities:

- Handling sales over the phone entirely.
- Responsible for solving questions is regard to the service provided by the company.
- Collecting desired information from the clients and maintain healthy relations.
- Achieving daily targets and maintaining database and reports.

Technical Skills:

Possess good working knowledge of Microsoft office, Excel, Basic HTML and Web design.

Personal Details:

Date of Birth : 30/04/1995
Marital Status : Married
Father's Name : Ravi.R
Mother's Name : Sasikala
Languages : English, Tamil, Telugu & Kannada

Self-Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge provided with the authenticated records.

Date:

Place: Chennai

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