



ALEENA SARAH RAJAN

MASTER OF BUSINESS
ADMINISTRATION

CONTACT



Kattanacharil (H)
Eraviperor P.O. , Thiruvalla
Pathanamthitta District



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PROFESSIONAL SUMMARY

Talented administrative professional with background in accounting and finance seeking a new professional challenge in a fast-paced environment. History of working effectively with senior accountants , senior executives and other staff members. Strong interpersonal and communication skills with the ability to collaborate with individuals. Excellent time management skills with demonstrated ability to prioritize and handle multiple tasks in a fast-paced environment.

SKILLS

- Good Communication
- Dedicated Team Player
- Timely Work Completion
- Delivering results under pressure
- Adaptability to any job environment
- Good at resolving task conflicts
- Fast job learner
- Strong attention to detail
- Disciplined task management
- Strong work ethic
- Ability to lead others and manage crews



EDUCATION

2014 -2016

**Master of Business
Adminstration Finance**

2010-2013

Bachelor of Commerce Taxation

2010

Plus Two (C.B.S.E)

2008

SSLC (C.B.S.E)

ADDITIONAL CERTIFICATIONS

- PG / Diploma in Hospital Administration and HR Management
- Diploma in Computerized Financial Accounting(Tally)
- Diploma in Computer Application
- Organizational study at FIT Ltd, Aluva as part of MBA project submission



PROFESSIONAL EXPERIENCE

Nov 2016 - Nov 2019

**EXECUTIVE FINANCE AND
ADMINISTRATION**

COMPANY NAME:

RAY PROJECTS PVT.LTD.- Powai , Mumbai

- Preparation of Profit - Loss statements and Balance Sheet
- Maintain a manual general ledger
- Restocking supplies
- Check received stock against invoices according to the report given
- Managing client and office communications
- Routinely meets and interacts with the public and staff in situation which require tact , discretion
- Schedules appointment,gives information to callers, makes changes to calendar if necessary and performs other administrative duties
- Establishes , maintains & monitors confidential filing system in an accurate and efficient manner
- Answer phone calls and direct calls to appropriate parties or take messages
- Greets visitors and determine whether they should be given access to specific individuals

INTERESTS

- Music
- Browsing
- Dancing
- Reading



- Open, sort , classify and disburse incoming mail and other correspondence
- Arranges meetings ,schedules facilities as necessary
- Provides phone communication in a confidential manner
- Perform general office duties such as : dealing with the post ,faxes and email; drafting and sending standard letters ; photocopying, arranging documents to be printed
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PASSPORT DETAILS

Passport No : R1132376
Place of Birth : BAHRAIN
Place of Issue : TRIVANDRUM,KERALA
Date of Issue : 08/06/2017
Date of Expiry : 07/06/2027

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief. I am fully confident in discharging my duties to the best of your expectations.

Place: Eraviperoor

Date:

Aleena Sarah Rajan