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Poornima M

Accounts & Admin

PROFILE



My name is Poornima M and i am 28 years old A result oriented Professional with over 6 years of experience in Asst Admin, Admin, Secretary. Handling Accounts and Administration on day to day basis. Maintaining relationships with the clients and vendors, handling key accounts and proliferating client and GOVT requirement. Capable of handling large accounts and providing end to end solutions. Developed exceptionally good relationships with media to ensure fruitful service to company and its products.

EXPERIENCE



2010-2012	Andro Meda.	Asst Admin
2012-2014	SRINIDHI GROUPS	Admin
Role and Responsibilities: 1.Management of office equipment, 2.Maintaining a clean and enjoyable working environment, 3.Handling external or internal communication or management systems, 4.Managing clerical or other administrative staff, 5.Organizing, arranging and coordinating meetings, 6.Sorting and distributing incoming and outgoing post		
2014-20	Cooperative housing society govt	Secretary
Role and Responsibilities: 1, Maintain of all Stocks Inward and outward, 2. Taking care of company accounts, 3. Payments to vendors, 4. Billing, 5. Logistics Incharge, 6. Leading for GST & TDS filling, 7. Responsible for attrition & shrinkage rate, 8.Responsible for achieving KRAs and KPAs Maintain performance level, 10.Ensure people management, 11.Handling clients, 12.Team motivating, 13.Fresher training / Process training Quality audit, 14. Managing Database, 15.Prioritising Work Loads, 16. Govt Tender Mobilization, 17. Implementing new procedures and administrative systems, 18. liaising with relevant organization and clients, 19. coordinating mail-shots and similar publicity tasks, 20. Logging or processing bills or expenses. 21.recruiting, training and supervising junior staff.		
2007-2008	Karnataka State Board of education	S.S.L.C
2008-2010	Department Of Pre - University Education	PUC (Commerce)
2016-2019	Mysore University	B.COM
2019-2020	Internship on Import and Export	

EDUCATION



SKILLS



Application Skills

Computer Skills	■■■■■■■■■■■
Typing Kannada & English	■■■■■■■■■■■
Tally ERP9	■■■■■■■■■■■

Language Skills

English	■■■■■■■■■■■
Kannada	■■■■■■■■■■■
Telgu	■■■■■■■■■■■

KEY SKILLS



- Communication skills
- Filing / paper management
- Bookkeeping
- Typing
- Equipment handling
- Customer service skills
- Research skills
- Self-motivation
- Having good administration skills for creative & strategic thinking
- Focused towards the set objectives

HOBBIES



Cinema



Music



Videogames



Theatre



Books



Travelling

PERSONALITY



- Strong leadership Skills
- Strong communication skills
- Ability to work smart and completing the work within stipulated time
- Warm, friendly and engaging personality

DECLARATION



"I hereby **declare** that all the information furnished above is true to the best of my belief." "I do hereby **declare** that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."

DATE :

SIGN :