



SHARITHA TS

office assistant

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📍 THEKKEKANDATHIL HOUSE NARAKKAL PO VYPIN ERNAKULAM
ERNAKULAM 682505 KERALA INDIA

📅 24-Jun-1999

◎ Summary

"Dedicated and detail-oriented Office Assistant with 6months(on going)of experience providing exceptional administrative support Proven track record of efficiently managing office operations, maintaining accurate records, and ensuring seamless communication."Also experienced in assistant accountant and Container details updating Clerk.

□ Skills

- Oracle (Level 2)
- Team building
- Problem-solving
- Decision making
- Sales
- SAFETY INDUCTION
- CAPEX AND OPEX
- PROCUREMENT
- CARGOES
- Scheduling
- Data Entry
- Filing
- Customer Service
- Office Equipment Operation
- Record Keeping
- Document Preparation
- Meeting Coordination
- Email Management
- WMS
- OTM
- ASSISTING OPERATIONAL AREA

💼 Experience

DP WORLD (FREE TRADE WAREHOUSE ZONE)

May 2024 - Present
(0 Years,6 Months)

OFFICE ASSISTANT

- Provided administrative support to management and staff
- Managed phone and email communications, responding to inquiries and resolving issues
- Maintained organized and up-to-date records, databases, and filing systems
- Coordinated meetings, appointments, and events
- Prepared and edited documents, reports, and presentations
- Handled correspondence, mail, and package distribution
- Managed office supplies, inventory, and maintenance
- Assisted with budgeting, invoicing, and expense tracking
- Ensured compliance with security, health, and safety protocols
- *Skills: Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Google Suite (Gmail, Calendar, DriveData entry and record-keeping)
- Customer service and communication
- Time management and organization
- Problem-solving and adaptability
- Attention to detail and confidentiality

DP WORLD

Dec 2020 - Apr 2024
(3 Years,4 Months)

CONTAINER DETAILS UPDATING CLERK

- Accurately update and maintain container details in various systems, ensuring seamless cargo operations and compliance with regulatory requirements.
- Container Data Management:Update container information in systems (e.g., shipping lines,

- ASSISTING WAREHOUSE OPERATIONS

Languages

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

Interest

- READING
- LANGUAGE LEARNING
- DANCE • SPORTS

container numbers, sizes, types). Verify and validate data accuracy.

- Resolve data discrepancies and errors.
- Documentation: Process and update container-related documents (e.g., bills of lading, cargo manifests). Ensure compliance with regulatory requirements (e.g., customs, immigration).
- System Maintenance: Perform regular system checks and updates. Ensure data consistency and integrity.
- Container management systems
- Data entry and validation
- Documentation management
- Regulatory compliance
- Communication and customer service
- Analytical and problem-solving skills
- Time management and prioritization

PEARL COMPANY

Dec 2019 - Nov 2020
(0 Years, 11 Months)

ASSISTANT ACCOUNTANT

- Prepare and review financial statements, budgets, and forecasts for harbour operations.
- Analyze financial data to identify trends and areas for improvement.
- Process and verify invoices, payments, and receipts.
- Assist in preparing and managing budgets for harbour operations.
- Ensure optimal utilization of harbour funds.
- Here's a comprehensive job description for an Assistant Accountant in a Harbour setting
- Financial reporting and analysis
- Accounts payable/receivable management
- General ledger maintenance
- Budgeting and forecasting
- Audit and compliance
- Cash management
- Financial modeling

Education

LITTLE FLOWER HIGH SCHOOL NJARAKKAL

Jun 2013 - Mar 2014

HIGH SCHOOL

B

ESHOBHAVAN COLLEGE

Jun 2014 - Mar 2016

+2

B+

SNM COLLEGE MALIYANKARA

Jun 2016 - Nov 2019

**ERNAKULAM/ MG
UNIVERSITY**

B. COM COMPUTER APPLICATION
B GRADE