



# SIMRANJEET KAUR

## Admin Executive cum Data entry operator cum Accountant

Skilled and 3+ years experienced receptionist with providing a welcoming first impression while handling various administrative and secretarial task. I am proficient in communication, organizational work and ensuring smooth office operations. Knowledgeable with data entry and financial processes.

+971 55 469 4183

✉ simranjeetkaur315315@gmail.com

D.O.B. 21-12-2002

📍 Dubai, U.A.E.

## Work Experience

### Receptionist cum Admin Executive

*New W Mart Supermarket LLC – Dubai*      October 2023 to Present

**Receptionist** | Welcoming Visitors, directing inquiries to the appropriate individuals or departments. Managing calls and emails. Keeping reception presentable. **|Admin Executive|** Scheduling appointments, maintaining files, monitoring office supplies and coordinating with staff and Boss. Preparing excels, reports and other financial entries as required. Filling and documentation perfection. Communicating internally and externally.

### Junior Accountant

*Ved Trading Company – Delhi*      April 2021 to Feb 2023

Worked as Junior accountant and Admin Assistant. Maintaining financial Documentation, daily transactions, payable and receivables (paying and issuing Invoices and managing collections), bank reconciliation, improve documentation and month-end procedures, managing stock entries resulting in enhanced accuracy.

## Education

**B.COM Graduate** - University of Delhi – Delhi

**High School** - CBSE Board – Delhi

## Computer literacy

- **Diploma in Computer application:** Certified in M.S. Office D.T.P. and Networking.
- **Tally Accounting Software (ERP.9):** Understanding basic accounting principles like debit credit, recording various transaction like sale, purchase, payments and receipts.
- **Busy Accounting Software:** knowledgeable about Busy Software for financial accounting, inventory management, invoicing and more.

## Technical Skills

- Microsoft word
- Data Entry and docs Managements
- Files management
- Email system
- Google workspace
- Microsoft Excel
- G.S.T. & VAT

## Soft skills

- Customer service
- Problem-Solving
- Multitasking
- Communication
- Team Collaboration

## Languages

- English
- Hindi
- Punjabi

## Hobbies

- Art
- Listening Music
- Reading historical books

## Passport Details

- Passport no. – W5393962
- Date of issue – 19-12-2022
- Date of expiry – 18-12-2032
- Place of issue - Delhi