



Accurate and immensely motivated BBA Graduate with Diploma in Aviation Management. As a Graduate with three years of experience in management. I am excellent in working with others to achieve certain objective on time and with excellence. Hardworking and passionate jobseeker with strong organisational skills eager to secure entry-level business admin position. Ready to help team to achieve company goals.

NATURE OF WORK

- Provide customer statistics regarding shipments via email & Calls
- Word Processing, creating Spreadsheets and Presentations.
- Manage the flow of documentation within the organization
- File documents like invoices, bills, payments, vouchers in physical & digitally
- Assist Accounts department in filing, invoicing, petty cash, Account payables
- Making of invoices & sending it to clients.
- Prepare and review invoices, Customs bill of Entry and Gate pass.
- Scan and upload invoices, shipping documentation, as part of company guidelines. schedules inbound and outbound shipments.
- Keep communication flowing with customer on a daily basis to ensure the highest customer service.
- Take charge of all document identification, classification, and filling.
- Create document filing and organizing systems.
- Ensure proper organization and security of documents (paper & electronic)
- Word Processing, creating Spreadsheets and Presentations.

WORK EXPERIENCE

ADMINISTRATION CUM ACCOUNTS ASSISTANT

Sky Lift Freight LLC (2023-2024)
Dubai Airport Free Zone

SALES ADMIN

Stack Link General Trading LLC(2022)
Bur Dubai

INTERNSHIP & PROJECT

CUSTOMER SERVICE REPRESENTATIVE

Mangalore International Airport
India

A STUDY OF CUSTOMER HANDLING, DGR AND SOFTSKILLS

MH cockpit

ACADEMIC

SRINIVAS UNIVERSITY
College Bachelor Of Business Administration(Aviation Management)
Mangalore, India (2018-2021)

School Kerala Govt Higher secondary school (2016 - 2018)

BASIC INFO

Name : sandra Rathnakaran
Born : 29 Aug 2000
Nationality : Indian
Language : English, malayalam, Tamil, Hindi
Marital Status : Single

CONTACT

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SOFTWARE SKILLS

Outlook
Ms Excel
Tally Prime
Flotilla
Ms Word

STRENGTH

Accurate
Result Driven
Team Work
Problem Solving
Time Management
Communication

INTEREST

Outdoor Games
Reading
Planting
Dancing

DECLARATION

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