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Nithya Menen
Accountant

Eight Years Experienced Accountant expertise in reconciliation, streamlining accounts and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive undertaking of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvements.

PERSONAL DETAILS

Mobile No : +91 9875 000 000
Email ID : xxxxxxx143@gmail.com
Address : Baniyas, Abu Dhabi
Nationality : Indian
D.O.B : 12th January 1992
Marital Status : Married
License : Valid Oman License
Visa Status : Visit Visa

ACADEMIC CREDENTIALS

2013 **Bachelor of Commerce**
Kannur University, Kerala

2013 **Diploma in Indian & Foreign Accounting**
G-Tech Education

2008 **Secondary School**
Public Examination Kerala

CERTIFICATIONS

2022 **HR Management
Asset Management
Time Management**
Grate Learning Academy – Online

COMPUTER PROFICIENCY

- Tally Erp 9
- Peachtree
- Spreadsheet
- Quickbook
- MS Office

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Arabic

KEY SKILLS

- Tax Computing
- Analytical Skill
- Auditing
- Spreadsheet
- Payroll
- Budgeting
- Invoicing
- Reconciliation
- Prepare Accounting Reports
- ERP Implementation
- Prepare Financial Statement
- Preparing Ledger

EXPERIENCES

❖ **Accountant 05-2013 TO 03-2021**
GULFTECH ELECTRIC COMPANY LLC | Salalah, Oman

KEY RESPONSIBILITIES


- Timely reporting financial summaries to key management
- Prepare supplier reconciliation & process payment
- Financial statement and preparation
- General ledger audits and entries
- Prepared quarterly Vat returns and reviewed submitted documentation with auditors.
- Posted accounts receivable
- Payroll processing
- Perform monthly bank and account reconciliations
- Monitoring monthly sales and preparation of commission
- Month end analysis and reconciliation
- Rent expense and prepayment calculation on monthly basis.
- Used Tally accounting software to perform bookkeeping

❖ **Sales Co-ordinator 03-2022 TO 10-2022**
APSARA BAKES PVT LTD | Kerala, India

KEY RESPONSIBILITIES

- Built new business partnerships to drive customer acquisition and generate revenue
- Tracked sales, click-through rates and conversion rates by marketing campaign for comparison.
- Coordinated with design, project management and production teams to delivery timely support to planned campaigns.
- Optimized sales methods to best acquire, develop and retain Customers.
- Analyse current strategies for strengths and weaknesses and adjusted approaches to maintain sales trajectory.

Resume Sample - RE01



ABHIRAMI CK
ACCOUNTANT

CAREER SUMMARY

To achieve a challenging position in a professional organization through self - improvement by excelling all responsibilities with sincere hard work, dedication & commitment. To work towards the development of organization & grow with it.

PERSONAL DETAILS

Mobile No : +971 503 000 000
Email ID : xxxxxxxx@gmail.com
Address : Building No.111 Flat No.203, Shabiya 10, Musaffah, Abu Dhabi, UAE.
Nationality : Indian
D.O.B : 5th August 1993
Gendre : Male
License :Valid UAE Light Vehicle License
Class :Light Vehicle (Manual)

ACADEMIC CREDENTIALS

2014-2016	MBA (Human Resource & Marketing Management) Kerala University
2011-2014	B.Sc. Electronics Kerala University
2009-2011	Higher Secondary Board of Higher Secondary Examination – Kerala
2008-2009	Board of public Examination Kerala

EXPERIENCE

Accountant General | 2019 - Present
Green Bainuna General Contracting & Maintenance LLC, Abu Dhabi , UAE

KEY RESPONSIBILITIES

- Compute taxes and prepare tax returns.
- Process petty cash claims and reimbursements.
- Maintain records of employee attendance and leaves.
- Manage all VISA, ID cards and immigration related matters.
- Administer employee health insurance provisions.
- Allocate and delegate responsibilities.
- Preparing plans for the purchase of equipment, services and supplies.
- Reviewing, comparing, analyzing, approving products and services to be purchase
- VAT Filing
- Audit financial transactions and documents
- Comply with financial policies and regulations
- Reinforce financial data confidentiality and conduct database backups when necessary
- Handle monthly, quarterly and annual closings
- Manage balance sheets and profit/loss statements

Premium Express Product Coordinator | 2018-2019
DTDC Express Courier and Cargo Limited – Cochin Kerala.

KEY RESPONSIBILITIES

- Ensuring the safe and timely pick-up and delivery of shipments.
- Analyzes and resolves work problems, or assists colleagues workers in solving work problems
- Attend calls or mails from the franchisees and customers from all over Kerala.
- Work closely with operations management to facilitate meeting revenue targets each month. Coordinate output with Supply Chain Manager/Operations Manager
- Establish and develop excellent client relationships with equipment suppliers and work to develop products utilize customer feedback
- Provides periodically updated track reports on the status of the consignment to customer and to the management.
- Streamlines overall shipping and transportation processes.

KEY SKILLS

❖ Problem Solving	❖ MS Office	❖ Strong Communication
❖ Collaboration	❖ Analytical Skill	❖ Customer Relationship
❖ Leadership	❖ Teamwork	❖ Time Management

LANGUAGES KNOWN

❖ English	❖ Hindi	❖ Malayalam	❖ Tamil
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CERTIFICATES

- LOGISTICS LAW AND MANAGEMENT TRAINING CENTRE, TRIVANDRUM KERALA

“Maritime Logistics and Export Import Management”

PROJECTS AND SEMINARS

- 2 Month internship at Production Department From Quilon Co-Operative Spinning Mill Kerala
- Micro Controller Based Home Energy Saver
- Adaptive Cruise Control System

REFERENCES

Available Upon Request

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

ABHIRAMI CK

Resume Sample - RE08



PERSONAL DETAILS

Mobile +971 0000 000 00

Address Sharjah

Email ID xxxxxx9484@gmail.com

Dataflow ID 5981xxxx

Case Number D001-22091200819

Passport No P4114203

Date of Issue 20.10.2016

Date of Expire 19.10.2026

Place of Issue Cochin

Nationality Indian

D.O.B 30.3.1995

Gender Male

Marital Status Married

ACADEMIC CREDENTIALS

Bachelor in Pharmacy 2017

Cherran's College of Pharmacy

Dr.MGR Medical University, Tamilnadu

Plus Two 2013

Parudur Higher Secondary School

SSLC 2011

Parudur Higher Secondary School

CERTIFICATIONS

- DHA ELIGIBILITY HOLDER
No: 598xxxxx
- MOH EVALUATION LETTER
No

ADDITIONAL QUALIFICATION

- MS Word
- MS Excel

NIYAS KOORAMPARAMBIL

Pharmacist

6 Year Skilled and experienced Pharmacist with exceptional organization skills, strong interpersonal communication ability, and extensive knowledge of medications and their use. Experienced pharmacist places a strong focus on attention to detail and excels in accuracy to guarantee patients are cared for and prescribers have confidence. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the firm.

KEY SKILLS

Confidentiality	Computer skills	Documentation Skill
Analytical skill	Ability to multi task	Time management
Attention to detail	Patience	Excellent Communication skill

EMPLOYMENT CHRONICLE

❖ Pharmacist 2020-2022

Madeena Diagnostic Center

- Provide the customer with information and advice regarding drug interaction, side effects, dosage and proper medication storage.
- Maintains and report the pharmacy records properly
- Ensuring that the supply of medicines is within the law
- Review customers prescriptions to assure accuracy, to ascertain the needed drug and to evaluate their suitability
- supervise the medicines supply chain and ensure pharmacy premises and systems are fit for purpose
- advise other healthcare professionals about safe and effective medicines use, and safe and secure supply of medicines
- respond to patients' symptoms and advise on medicines for sale in pharmacies
- Cross selling in-house Brands
- Maintain accurate inventory of medications

❖ Pharmacist 2017 - 2019

Shifa Medicals, Pattambi

- Maintaining Customer relationship by excelling timely service
- Ensure understanding the customer's needs and providing assistance while necessary.
- supervise the production and preparation of medicines and assessments of quality of medicines before they are supplied to patients from pharmaceutical manufacturers.
- ensuring that the medicines prescribed to patients are suitable
- advising patients about medicines, including how to take them, what reactions may occur and answering patients' questions.
- Collaborate with physicians to discuss potential incompatibility issues with patient prescriptions
- Orders and purchases pharmaceutical supplies, medical supplies and drugs.
- Cross selling in-house Brands
- Attending the telephone calls and answering the enquires of the patients, doctors and the paramedical professionals

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

HOBBIES

Song Swimming Driving

PROJECT

- ❖ Drug interactions studies of ALBENDAZOLE and Vidangadi Choornam

CONFERENCE ATTENDED

- ❖ Participated in 68th INDIAN PHARMACEUTICAL CONGRESS THEME QUALITY PHARMACEUTICALS AND PATIENT WLFARE held at AU College of Pharmaceuticals Science, Andra University Vishakpattanam During 16th and 18th September 2016
- ❖ Participated in NATIONAL LEVEL SEMINAR held in Cherraans College of Pharmacy

DECLARATION


I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

NIYAS KOORAMPARAMBIL

Resume Sample - RE11

ARATHI RAMESH

HR EXECUTIVE



PERSONAL DETAILS

Mobile No

: +91 02020202020

Email ID

: arathiramesh94@gmail.com

Address

: 85, NVNVN, DD,
PLATINUM PLANET,
Kathrikadavu, Kaloor, 682017

D.O.B

: 30.03.1994

Nationality

: Indian

Gender

: Female

KEY SKILLS

Excellent communication skills

Proficiency in Accounting Software

Time Management

Problem-Solving

Commercial Awareness

Service-focused

Research skills

Business management skills

Organisational skills

Attention to Detail

Teamwork and collaboration

Customer service

Finance skills

PROFILE

Advanced degree in accounting, business, Marketing finance, or a related field; two years of experience in a finance and marketing role with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive undertaking of all aspects of accounting and financial planning. To work with a reputed organization that allows me utilize my experience and knowledge to the maximum and to contribute to the growth of organization and grow with it.

ACADEMIC CREDENTIALS

2020

Degree

Kerala University

2018

HIGHER SECONDARY

Board

2015

HIGH SCHOOL

Board

EXPERIENCES

➤

HR EXECUTIVE | January 2022 – Present

WIPRO TECHNOLOGIES, KOCHI

•

Handling full and final settlement of exiting employees

•

Assigning work to team members

•

Completing work on day to day basis

•

Handling final settlement of demised employees

•

Handling statutory reporting

•

Mail handling

•

Final settlement of higher band employees

➤

MANAGEMENT TRAINEE (Accounting) | Nov 2020 –

MATSYAFED (KERALA STATE CO-OPERATIVE FEDERATION FOR FISHERIES DEVELOPMENT LTD.

•

Book Keeping

•

Handling Tally Prime Software

•

Managing accounts payables and accounts receivables

•

Day to day financial transactions

•

Handling cash book

•

Preparing monthly, quarterly, half yearly and annual statements

•

Ensure correct and timely reporting

➤

ASSOCIATE AGENCY DEVELOPMENT MANAGER | Mar2019 – Nov 2020

MAXLIFE INSURANCE COMPANY, KOCHI

•

Recruiting a team of financial advisors on commission basis

•

Provide them for training regarding the products

•

Identifying the prospective customers

•

Generating revenue for the firm

•

Supervise the activity plan

•

Motivating them to generate the business

LANGUAGES KNOWN

• English

• Malayalam


• Hindi

COMPUTER PROFICIENCY


• Tally

• MS office


INTERESTS



Song



Swimming



Driving

➤

FINANCIAL ADMINISTRATOR | Mar 2018 – Jul 2018

MANHATTAN ASSOCIATES, BANGALORE, INDIA

•

Prepare and post receipts, deposits, purchase orders, invoices, refunds, and other standard bookkeeping tasks

•

Preparing online invoices

•

Reconciliation

•

Develop and streamline operational efficiencies

•

Preparing Contracts

➤

MANAGEMENT TRAINEE | Oct 2017 – Feb 2018

V GUARD INDUSTRIES, KOCHI

•

Bill Entry

•

Bill Accounting

•

Update the accounting system

•

Deliver invoices and bills and to customers

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

ARATHI RAMESH

For Enquiry, Whatsapp at +91 790 754 4283

Resume Sample - RE12



AJMAL MOHAMMED IBRAHIM
Pharmacist Professional – DHA Qualified
Eligibility ID: xxxxxxxx

PERSONAL DETAILS

Mobile No : +91 9875 000 000
Email ID : xxxxxxx143@gmail.com
Address : Baniyas, Abu Dhabi
Nationality : Indian
D.O.B : 12th January 1992
Marital Status : Married
License : Valid Oman License
Visa Status : Visit Visa

KEY SKILLS

Attention to deal

Excellent Communication skill

Strong Science & Mathematical skill

Time management

Management skill

Problem Solving

Ability to multi task

Confidentiality

Analytical skill

Excellent Computer Knowledge

Documentation Skill

Handle AR & AP Payments

CAREER OBJECTIVE

Skilled and experienced Pharmacist with exceptional organization skills, strong interpersonal communication ability, and extensive knowledge of medications and their use. Experienced pharmacist places a strong focus on attention to detail and excels in accuracy to guarantee patients are cared for and prescribers have confidence. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

EDUCATIONS

2018

BACHELOR OF PHARMACY
Rajiv Gandhi University Karnataka

2014

HIGHER SECONDARY
Board of Higher Secondary Education Kerala

2012

HIGH SCHOOL
CBSE

EXPERIENCES

❖ PHARMACIST

AM pharmaceuticals india Pvt Ltd

09.2018 -.02.2022

- Review customers prescriptions to assure accuracy , to ascertain the needed drug and to evaluate their suitability
- Provide the customer with information and advice regarding drug interaction, side effects, dosage and proper medication storage.
- Maintains and report the pharmacy records properly
- Develop strong working relationship between clients
- Handle daily operation task such as inventory management, expiry management and merchandising etc.
- Ensuring that the supply of medicines is within the law
- Maintaining stock storing and handling
- Maintaining Customer relationship by excelling timely service
- Ensure understanding the customer's needs and providing assistance while necessary.
- Orders and purchases pharmaceutical supplies, medical supplies and drugs.
- Cross selling in-house Brands

COMPUTER PROFICIENCY

❖ MS Word

❖ MS Excel

❖ MS PowerPoint

LANGUAGES KNOWN

❖ English

❖ Arabic (Read & Write)

❖ Malayalam

❖ Hindi (Read & Write)

PASSPORT DETAILS

PassportNo

U716xxxx

DateofIssue

06.10.2020

DateofExpiry

05.10.2030

PlaceofIssue

Kozhikode

REFERENCES

Rajeesh

Salesmanager

A M Pharmaceutical Pvt. Ltd.

92490000000

TRAININGS

❖ 150 hours internship Completed from Chethana Pharmaceuticals, Perinthalmanna, Malappuram Dist, Kerala State, PIN676122.

SEMINAR AND CONFERENCE ATTENDED

❖ Participated as a Delegate in 69th INDIAN PHARMACEUTICAL CONGRESS 2017 in CHITKARA UNIVERSITY (Punjab) Chandigarh Patiala National Highway Punjab-140401 on 22nd to 24th December 2017.

❖ Attended 8days seminar in SJM College of pharmacy Conducted by PTI.

❖ Attended personality development classes conducted by Colleges.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

AJMAL MOHAMMED IBRAHIM

Resume Sample - RE34



NADIYA RAHMATH

MEP SUPERVISOR

PERSONAL DETAILS

India : +91 703 1110 101
Bahrain : +973-36000000
xxxxxxx@gmail.com

Address : xxxxxxx, Erumakuzhy,
Nooranad, P.O Pin-690504,
Alappuzha, Kerala, India

Nationality : Indian
D.O.B : 6th December 1991
Gender : Female
Marital Status : Married
Passport no : V18xxxx
Place of issue : Manama,Bahrain

Bahrain Driving License : 9112xxxx
Indian Heavy Ucnce : 31/284/2010

LANGUAGES

English ●●●●●●●●
Hindi ●●●●●●●●
Malayalam ●●●●●●●●
Tamil ●●●●●●●●

CERTIFICATIONS

2012 | Mechanical AutoCAD Completed

COMPUTER SKILLS

MS Office ●●●●●●●●
Photoshop ●●●●●●●●

CAREER SUMMARY

A passionate leader with first class communication skills and a long track record of successful management. 8 Years of experience in MEP Projects and Maintenance with well Reputed international organizations, extremely confident, assertive and organized, with the ability to prioritize worldloads to meet tight deadlines. In my current role, I have gained a reputation for improving operational efficiency and maximizing growth by ensuring that everyone within my team knows how important their role is to the company's overall success. Role is to the company's overall success.

KEY SKILLS

Adaptability	Teamwork	Communication
Quality Check	Time management	leadership
Creativity	Problem Solving	Self-motivated

EDUCATION

2012 Diploma In Mechanical Engineering

2010 Plus Two

2008 S.S.L.C.

Basic of Refrigeration and Air conditioning Course Completed

Basic Safety Courses – iosh,EFA,PSSR,PST,FPFF Completed

EXPERIENCE

❖ Project : BMP Project, Bahrain | Jul 2019 to Present
Position : MEP Superintendent
Project Scope : Deals with all MEP Maintenance activities

❖ Project : Katara Cultural Village, Doha | Jan 2018 to May 2019
Position : HVAC Supervisor
Company : Almoayyed Air Conditioning, LLC, Qatar
Project Scope : Deals with all MEP Maintenance activities

❖ Project : Brahmos Aerospace, Trivandrum:
Reliance Trends, Pathanamthitta:
KDCH Hospital, Calicut | Jan 2016 to Dec 2017
Position : HVAC Projects- In-charge
Company : JBS Engineering Company Pvt. Ltd, Cochin
Project Scope :Deals with all MEP activities of the project

❖ Project : DMIA (Development of Muscat International
Airport)| April 2014 to Dec 2015
Position : HVAC Supervisor
Company : Bahwan Engineering Company LLC, Muscat
Project Scope : Deals with all the MEP activities of the project

❖ Project : Aster DM Healthcare (Aster Medcity)| June 2012 to
March 2014
Position : HVAC Site-In-Charge
Company : ETA Engineering Company Pvt. Ltd, Cochin
Project Scope : Deals with all the MEP activities of the project

TRAINING ATTENDED

❖ Leadership Training
❖ Permit work
❖ Lock-out/Tag-out
❖ RAMS
❖ Work at height
❖ Excavation Safety
❖ Emergency Response
❖ PCC
❖ Bapco Brown Field Id-CSXXXX
❖ Bapco Green Field Id-911XXXX

INTERESTS

Fooding Song Driving

KEY RESPONSIBILITIES

- Installation and Maintenance of Heavy Equipment's like Chillers, Chilled & Condenser Water Pumps, Heat Exchangers, AHU'S, etc.
- Hydro Testing of Chilled Water Piping.
- Chemical Flushing for Chilled Water System.
- Plant Room Operation and Maintenance.
- Installation of Chilled water piping and Ac Ducts for Building Service HVAC System.
- Site Coordination with other services.
- Maintenance of the HVAC Systems & Troubleshooting,
- Repairing and maintaining electrical equipment.
- Maintaining a safe and clean work area.
- Supervise Technicians as they work, providing guidance and instruction as needed.
- Checks that construction work is ready for inspection and prepares RFI.
- Checks PPE in accordance with site condition.
- Checks the equipment and materials which are required for work.
- Controls of materials and workers at site.
- Ensures that the construction work is carried out as per above project Specifications and Standards.
- Resolve technical issues with the client site representative.
- Ensure and maintain material and works quality/standards according to project specification.
- Generate and enforce targets according to schedule and ensure proper material handling on site.
- Prepare and update status of punch list and ensure all cleared punch items to be acknowledged by the client reps.
- Active participation on safety programs and implementation.
(Attendance on daily Tool Box Meeting)

DECLARATION

I hereby declare that above mentioned information is correct to the best of my knowledge and belief.

NADIYA RAHMATH

Resume Sample - RE42

ASLAM KP

REGISTERED NURSE



PERSONAL DETAILS

India : +91 703 1110 101

Bahrain : +973-36000000

jhanvi12345@gmail.com

Address : xxxxxxxx, Erumakuzhy, Nooranad, P.O Pin- 690504, Alappuzha, Kerala, India

Nationality : Indian

D.O.B : 6th December 1991

Gender : Female

Marital Status : Married

Passport no : V18xxxx

Place of issue : Manama,Bahrain

SKILLS

Acute Care Skills

Documentation and record-keeping

Infection Control

Telemetry Skills

Clinical skills

Critical Thinking

Polite Nature

Social Care

Medical teamwork

Physiological knowledge

PROFILE

Registered nurse committed to serving patients of all needs and backgrounds. Has four years of experience working in the ED unit, treating patients with varying levels of ailments. Eager to apply my problem-solving and critical-thinking skills to a hospital setting role. Looking to provide nurturing care to patients in a hospice setting, ensuring that they are as comfortable as possible.

WORK EXPERIENCE

Staff nurse in Emergency Dep. & trauma care unit

Dr. Moopans Wayanad Institute of Medical science and medical college Hospital

09.12.2019 - 20.10.2022

Provided nursing care within Level 1 Trauma Center.

Collaborated with various ER professionals to ensure effective patient care.

Applied expertise in prompt patient condition assessment on patient arrival at the ER during initial phases of acute illness or trauma.

Monitored ER patients, including alerting physicians or charge nurses to changes in patient status, communicating with patients and their family members in a variety of traumatic situations.

Performed medical procedures, such as EKG, venipuncture, cardiac monitoring, taking vital signs, urinalysis, UCG testing, or administering medications.

Assisted Physicians with surgical procedures to include inserting chest tubes, spinal taps, intubation, and CPR/defibrillating measures.

Maintained confidentiality concerning patient, family and client facility staff.

Performed clinical procedures utilizing non-invasive monitoring equipment (EKG/defibrillator).

Collaborated with management to identify learning needs of staff and planned development activities providing a knowledgeable and efficient staff.

Studied, then implemented all of the above care, with the addition of Ventricular Assist Devices.

EVENT EXPERIENCE

I am an active member (HMC Corp no 464984) in the health care team concentrating in the upcoming FIFA World cup 2022 happening in Qatar.

2020 - POOPOLI (outdoor event) Ambalavayal, Wayanad

2020 - 2nd INTERNATIONAL EMS CONFERENCE IN INDIA, Sri Ramachandra Institute of Higher Education and Research, Chennai

2019 - EXPEDITION NURESE (International Mountain Cycling (MTB Kerala), DEC 21,22 Wayanad

PASSPORT DETAILS

Passport No

T849xxxx

Date of Issue

16.09.2019

Date of Expiry

14-06-2029

Place of issue

KOZHIKODE

Nationality

Indian

REFERENCES

DR VENUGOPALAN P P

Director emergency medicine

Aster dm health care

Email xxxopalpp@gmail.com

Mob. +9195400000

MR GIREESH UNNIKRISHNAN

CHIFE NURSING OFFICER (CNO)

WAYANAD INSTITUTE OF MEDICAL SCIENCE (DM WIMS) WAYANAD

Email xxxesh@asterhospital.com

Mob. +91 96400000

MR NITHYANAND M

Academic Coordinator/Secretary Sr. EMS

WAYANAD INSTITUTE OF MEDICAL SCIENCE (DM WIMS) WAYANAD

Email xxxxd.m@dmwims.com

Mob. +91 80000000

LANGUAGES KNOWN

English

Tamil

Malayalam

HOBBIES

Fooding

Song

Driving

VOLUNTEERING

Working As leader for hospital IV cannulation Team

Participates 100 public BLS courses for in and around Kerala.

Topic (PRE-HOSPITAL THROMBOLYSIS IN OR OUT) presented on SAPCON -2020 ,2nd INTERNATIONAL EMS CONFERENCE IN INDIA

CONFERENCES AND WORKSHOPS

EMSCON-2020-Delegate

SAPCON -2020 -Delegate -2nd International EMS Conference in India.

PROFESSIONAL REGISTRATION

The Kerala State Nursing Council

Registered Nurse and Midwife

KL03201xxxxx

CERTIFICATIONS

AHA BLS and ACLS certification

AHA PALS certification

ITLS certification

ACADEMIC CREDENTIALS

2021

post-Graduation diploma in EMS

2019

BSC Nursing

2021

PLUS TWO

2009

SSLC

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

ASLAM KP


For Enquiry, Whatsapp at +91 790 754 4283

Resume Sample - RE68

ASHIQUE UROOTH PARAMBAN

DEVOPS ENGINEER

DevOps engineer with 6 years of experience in providing comprehensive Cloud based computing, DevOps solutions to clients in very diverse environments.



jhanvitechnology@gmail.com

+91-8200000000

Bangalore

linkedin.com/in/jhanvitechnology

in

PROFESSIONAL SUMMARY

- Over 8.4 years of total experience in which 6 years in DEVOPS and AWS Cloud with demonstrated success.
- Currently working as DevOps Engineer for Thomson Reuters, Bangalore, and responsible for managing large scale Legal applications as being part of the Legal Technology and Infrastructure and operations team.
- Worked as a System Engineer at Collabera Technologies Pvt Ltd for Cloud, System integration and Delivery Team.
- Worked as an Associate at HCL Infosystems Ltd, Bangalore and was part of their Delivery and Facility management team in IT.

WORK EXPERIENCE

DEVOPS ENGINEER

Thomson Reuters

Sep 2018 – Present

Bangalore, India

Achievements/Tasks

- Proficient in setting up continuous integration and continuous delivery systems using Jenkins.
- Good hands-on knowledge of Source Code Management (Version Control System) tools like Git, Team foundation Server (TFS).
- Hands-on knowledge of software containerization platforms like Docker and container orchestration tools like Kubernetes.
- Experience in working with configuration management tool CMDB and Ansible.
- Bash scripting to automate tasks.
- Proficient in AWS services like VPC, EC2, S3, ELB, Auto Scaling Groups (ASG), EBS, RDS, IAM, Cloud Formation, Route 53, Cloud Watch, Cloud Front, Cloud Trail.
- Creating alarms in Cloud Watch service for monitoring the servers' performance, CPU Utilization, disk usage etc.
- Identifying, gathering, analyzing and automating responses to key performance metrics, logs, and alerts using Nagios, Kibana, SiteScope etc.

SYSTEMS ENGINEER

Collabera Technologies PVT LTD

Oct 2016 - Sep 2018

Bangalore, India

Achievements/Tasks

- Strong knowledge and real time experience in EC2, S3, RDS, VPC, Route 53, Cloud Front, Cloud Watch and IAM to name a few in AWS.
- Hands on experience in build, release, deployment and monitoring of cloud based scalable and distributed systems
- Coordinate with different development teams in fixing the bugs for both the End User Application and infra tool applications.
- Monitoring and diagnosis of systems for optimal performance.
- Set up and built AWS infrastructure with various services available by writing cloud formation templates in json.

SKILLS

Linux

AWS

Networking

IAAS

Bash

Team Work

System administration

Windows

Jenkins

Ansible

Tomcat/Apache

Storage

Git

Python

AWS Architect

Kubernetes

Terraform

Cloud infrastructure

DevOps

Docker

CI/CD

EDUCATIONAL BACKGROUND

Anna University

BE Electronics and Communication

2011

Board of Higher Secondary Examinations, Kerala

HIGHER SECONDARY

2007

Board of Public Examinations, Kerala

HIGH SCHOOL

2005

CERTIFICATIONS

RHCSA- Redhat Certified System Administrator (190-287-235)

CCNP Routing (CSCO12125196)

MCITP

Trained and Experienced in AWS

LANGUAGES

English

Hindi

Malayalam

Tamil

Arabic

ASSOCIATE

HCL Infosystems Ltd

Oct 2012 - Feb 2015

Bangalore, India

Achievements/Tasks

- Managing Active Directory, Proxy Server, DHCP, Antivirus server(Kaspersky)
- Have worked on different OS like Windows, RHEL and VMware.
- Installation of Linux, Windows OS, deployment of servers, disk quota management
- Experienced in working with VM, V center servers and clusters.
- Experience on Raid Concepts, Zoning Concepts and Server Hardware.
- Network connectivity troubleshooting, ping, tracer, telnet.

PERSONAL DETAILS

DOB

24th Mar 1989

Address

Urooth Paramban house, Pookkottur, Malappuram Kerala, 676517

Gender

Male

Passport No.

R1851294

Date of Expiry

27/07/2027

INTEREST

Travelling

Reading

Sports

For Enquiry, Whatsapp at +91 790 754 4283

PREMIUM DESIGNS

RESUME SAMPLES | JHANVI TECHNOLOGIES

Premium Resume Sample - PR02





Nithya Menen

Accountant

Eight Years Experienced Accountant expertise in reconciliation, streamlining accounts and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive undertaking of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvements.

PERSONAL DETAILS

Mobile No : +91 9875 000 000
Email ID : xxxxxx143@gmail.com
Address : Baniyas, Abu Dhabi
Nationality : Indian
D.O.B : 12th January 1992
Marital Status : Married
License : Valid Oman License
Visa Status : Visit Visa

ACADEMIC CREDENTIALS

2013 **Bachelor of Commerce**
Kannur University, Kerala

2013 **Diploma in Indian & Foreign Accounting**
G-Tech Education

2008 **Secondary School**
Public Examination Kerala

CERTIFICATIONS

2022 **HR Management**
Asset Management
Time Management
Grate Learning Academy – Online

COMPUTER PROFICIENCY

- Tally Erp 9
- Peachtree
- Spreadsheet
- Quickbook
- MS Office

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Arabic

KEY SKILLS

- Tax Computing
- Analytical Skill
- Auditing
- Spreadsheet
- Payroll
- Budgeting
- Invoicing
- Reconciliation
- Prepare Accounting Reports
- ERP Implementation
- Prepare Financial Statement
- Preparing Ledger

EXPERIENCES

❖ **Accountant** 05-2013 TO 03-2021
GULFTECH ELECTRIC COMPANY LLC | Salalah, Oman

KEY RESPONSIBILITIES

- Timely reporting financial summaries to key management
- Prepare supplier reconciliation & process payment
- Financial statement and preparation
- General ledger audits and entries
- Prepared quarterly Vat returns and reviewed submitted documentation with auditors.
- Posted accounts receivable
- Payroll processing
- Perform monthly bank and account reconciliations
- Monitoring monthly sales and preparation of commission
- Month end analysis and reconciliation
- Rent expense and prepayment calculation on monthly basis.
- Used Tally accounting software to perform bookkeeping

❖ **Sales Co-ordinator** 03-2022 TO 10-2022
APSARA BAKES PVT LTD | Kerala, India

KEY RESPONSIBILITIES

- Built new business partnerships to drive customer acquisition and generate revenue
- Tracked sales, click-through rates and conversion rates by marketing campaign for comparison.
- Coordinated with design, project management and production teams to delivery timely support to planned campaigns.
- Optimized sales methods to best acquire, develop and retain Customers.
- Analyse current strategies for strengths and weaknesses and adjusted approaches to maintain sales trajectory.

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PREMIUM DESIGNS

RESUME SAMPLES | JHANVI TECHNOLOGIES

Premium Resume Sample - PR14





+971 000 000 122

xxxxxx46@gmail.com

Dubai

ABOUT ME

To work as a school counselor and academic advisor, dedicated to providing students with support, information and resources needed to succeed. Skilled in exam proctoring, scheduling and record management with inclusive learning environment. Build strong relationship with students, teachers, parents, administrator and community group.

ACHIEVEMENTS

Scored in British Council, Aptis test under ASAP
Certification from Kerala institute of local administration for NSS Volunteer Coordinator
Certification of participating training programme under RGNID. Awarded the course certificate for completing the ASAP
International Goodwill & Fraternity Camp Certificate
NSE certified financial markets pro offer by NSE India
Junior office course

COMPUTER SKILLS

- Adobe Photoshop
- Adobe Premier Pro
- MS Word
- MS Excel
- Tally

REFERENCE

Available upon request

INTERESTS



ANSIBA HASSAN

SOCIAL WORKER

EXPERIENCE

SCHOOL COUNSELOR | 04.2022 - 10.2022

Anvar English Higher secondary School, Thirurkad, Malappuram

- Provided reports and feedback as requested by Head of Student Support
- Developed staff's knowledge on social , emotional and wellbeing topics by way of handouts , workshops with external agencies
- Organized psychoeducational sessions related to Social , Emotional and Wellbeing topics to the students
- Actively participated in school monitoring and self - evaluation procedures
- Maintained a folder of evidence of best practice to support self - evaluation procedures

PSYCHIATRIC SOCIAL WORK TRAINEE | 02.2022

Amma Multispeciality Clinic, Cheruplasseri, Palakkad

- Got guidance to create diagnostic formulation, genogram.
- Presented case history and discussion carried out regarding diagnosis
- Presented Autism Spectrum Disorder and Substance Abuse in Amma clinic speciality hospital

MEDICAL SOCIAL WORK TRAINEE | 11.2021

Holy Family Hospital in Delhi

- Involved in working with both in-patient and out-patient department
- Collected feedback forms as the part of administrative responsibility
- Worked in nephrology (dialysis), Community health department
- Assisted in coordinating Cultural Programmes and counselling sessions

EDUCATION

Master of Social Work | 2022

Sree sankaracharya university of Sanskrit

BCOM | 2019

Calicut University

Plus two | 2016

Board of Higher Secondary Examination, govt of kerala

SSLC | 2014

Kerala State Board of Examination

PROJECTS

Motivation of palliative care volunteers

As a part of MSW curriculum I conducted study on the above topic and the data were collected from palliative care volunteers in palakkad district

SKILLS & EXPERTIZE

Communication

Leadership

Problem Solving

Literacy

Empathy

Management

Active

Listening

Conflict

Resolution

Observation

Patience

Critical thinking

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PREMIUM DESIGNS

RESUME SAMPLES | JHANVI TECHNOLOGIES

Premium Resume Sample - PR18



ALEENA MILLER

SAFETY OFFICER / SURVEYOR

A passionate safety professional with excellent observational abilities and a keen eye for detailing seeking for a position as a Safety Officer, combining extensive expertise in risk management and public safety to quickly identify problems and provide preventative measure.

Address

Aleena Mundayad ,Kannur

Phone

+91 807 121 000

ALEENA MILLER

SAFETY OFFICER / SURVEYOR

Address

Aleena Mundayad ,Kannur

Phone

+91 9602 542 000

PERSONAL DETAILS

Mail Id : alexxxx@gmail.com
Date of Birth : 24.02.1996
Marital Status : Single
Gender : Female
Passport Number : T01xxx
Nationality : Indian

EDUCATION

2019 BACHELOR OF DEGREE:
Mechanical Engineering

CERTIFICATE

- NEBOSH IGC
- IOSH

EXPERTISE

- Good communication
- Interpersonal effectiveness
- Ability to learn
- Attention to detail

HOBBIES

- Playing Cricket- Played State level
- Singing

LANGUAGES

- English
- Hindi
- Malayalam

EXPERIENCES

2019-2020 RELIANCE INDUSTRIES PRIVATE
LIMITED
Safety officer


- Ensuring compliance of various type of work permits(Hot work, Cold work, Confined Space, Line Break)
- Preparing hazard identification and risk assessment for all activities.
- Investigating all accidents (First Aid cases, Medical Treatment cases, Loss time injury)
- Enforcing all levels of employees to carry out necessary safety recommendation.

2018-2019 TRINITY ENGINEERING PVT LTD, PUNE
INDIA
Safety officer

- Monitor all the job activity at the site, to ensure safety compliance
- Prepare and submit daily safety reports /inspections reports
- Assist in investigating and reporting of all incident, accident , injuries and hazard
- Conducting health and safety training and toolbox meetings to new and existing workers.

For Enquiry, Whatsapp at +91 790 754 4283

Resume Sample - RE22



MUHAMMED AJMAL MUTHALIF

MARKETING EXECUTIVE

My Contact

+974 70 82 0000

ajmalxxx@gmail.com

Doha

Date of Birth

: 06.10.1993

Nationality

: Indian

Gender

: Male

Status

: Single

Height

: 178 cm

Weight

: 69 kg

Passport Number

: M232xxxx

Date of Expiry

: 23.09.2024

Visa Status

: Transferable

QID Number

: 293xxxxxx

Date of Expiry

: 30.08.2023

Key Skills

Professionalism

Self-Confident

Deals with Uncertainty

Excellent Communication

Reporting Skills

Good human relation

Education Background

2022

BBA

Pondicherry University

2009

Higher Secondary

National Institute of Open School

2013

SSLC

Board of public examination Kerala

About Me

Highly experienced professional in the field of marketing and sales seeking a challenging position in a reputed firm. Experienced in customer handling and achieving targets on time is a positive. Excellent communication and able to communicate effectively with customers for covert quarries to sales, that can help me to build my career along with companies' growth.

Professional Experiences

Marketing Executive | 2021 - 2022

Adone, India

Innovate and launch new services and products or pivot from existing models

Attain sales target monthly

Keep client relation and eventually update offers and schemes

Sales Manager | 2018-2021

Bismillah Mobiles India

Ensure extra ordinary services to customers

Monitor sales, purchase, stock and reports

Sales Executive | 2017-2018

Jio, India

Registration of the New Sim, Marketing of the Reliance Jio Sim to the Customers and Maintaining of the Sales Record.

Salesman | 2016-2017

Ansar Gallery, Qatar

Greeting customers, approaching potential clients, answering to customer inquiries, promoting products, explaining features, collecting payments, and updating sales records.

Promoter | 2015-2016

OPPO mobiles India

Sell products and services to customers and ensure them high customer satisfaction

Manage store operations and process day to day records

Salesman | 2013-2015

Sana Opticals Kerala India

Helping customers select the correct frame for their lenses

Measuring the frames and ensure they fit perfectly

Ordering prescription glasses and contact lenses in for the customer

making follow up appointments for customers.

Professional Qualifications

MCSC

CCNA

Diploma in Optical

TMG

CCNP

For Enquiry, Whatsapp at +91 790 754 4283

PREMIUM DESIGNS

RESUME SAMPLES | JHANVI TECHNOLOGIES

Premium Resume Sample - PR25



CONTACT

+971 58 000 000
xxxxxx46@gmail.com

SKILLS

Photography ●●●●●
Graphic Design ●●●●●
Videography ●●●●●
Layouting ●●●●●
Adobe Lr ●●●●●


EDUCATION

2020-2022
MASTER OF SOCIAL WORK
Sree sankaracharya university of
Sanskrit

2016-2019
BACHELOR OF COMMERCE
Calicut University

2014-2016
HIGHER SECONDARY
Board of Higher Secondary
Examination, govt of Kerala

2013-2014
HIGH SCHOOL
Kerala State Board of Examination


ATHIRA P
PHOTORAPHER/VIDEOGRAPHOER

Professional and responsible
photographer that brings extensive
experience with real estate,
wedding and family photography.
Vast experience in using Microsoft
Office and Adobe Creative Suite on
both Windows and Mac operating
systems. Capable to work under
pressure as both a team member
as well as an individual. Very
motivated and always ready to
learn new things.

SKILLSET

• Video Editing
• Retouching and Color
Correction
• Digital Enhancement
• Real Estate Photography
• Wedding & Family
Photography
• Creative Artistic Vision
• Adobe Creative

EXPERIENCE

SENIOR PHOTOGRAPHOR | 2019
Reelman Production

• Contact and schedule
appointments with clients
• Produce photographs, walk
through videos and aerial drone
coverage for real estate property
listing
• Edits photographs and videos for
real estate properties and upload
media to company website and
multiple listing service portal
• Maintain company website and
YouTube channel
• Obtain interior property
measurement
• Advertise and promote
photography services to the local
community
• Plan and prepare for all on
location and studio shoots
• Photograph high quality images
for both print and internet
distribution in controlled lab,
field and remote environment
• Perform advanced computer
processing of image for
assignments
• Create and maintain legal
documents including contracts
and copyright releases

For Enquiry, Whatsapp at +91 790 754 4283

Resume Sample - RE63



ASHLY O P

MBA IN HEALTHCARE MANAGEMENT & MARKETING



+91 2121 000 000



Ashly Kariyil (po) Eachur
Kannur, Kerala, 670591



sauravsunil45@gmail.com



www.linkedin.com/in/ashly

MBA graduate with wide knowledge in driving revenue performance, strategic management, managing large budgets, and improving processes that result in reduce cost, higher quality, and keeping employee’s turnover rates below. Now I am looking for challenging job with rapidly growing organization that can provide me with a range of goals and job objectives with in contemporary and economical business settings.

EDUCATIONAL HISTORY

INSTITUTE OF TECHNOLOGY, MAYYIL,
KANNUR, KERALA

MASTER OF BUSINESS ADMINISTRATION

Aug2020- Mar2022

ITM COLLEGE OF ARTS AND SCIENCE,
KANNUR, KERALA

BACHELOR OF SCIENCE IN PHYSICS

2016-2019

KANNUR COLLEGE OF MANAGEMENT
AND SCIENCE (NIOS)

HIGHER SECONDARY

2013-2014

SREE NARAYANA VIDYA MANDIR (CBSE)

HIGH SCHOOL

2011-2012

CERTIFICATIONS

Professional Diploma In Digital Marketing.

PROFESSIONAL HISTORY

RELATIONSHIP OFFICER01.08.2022 - present

HDB FINANCIAL SERVICES – HDFC BANK (Campus Placement), KANNUR, KERALA

- To provide digital payment solutions to existing HDFC account holders
- Proactively identify sales prospects and conduct business development activities
- Generating new customers leads through various channels
- Visit new & existing customers
- Provide assistance
- Convert inactive customers to active
- Help customers to get credit card, loans etc.
- Provide timely assistance with the help of HDFC service team
- Achieving the monthly sales targets, Cross-sell assets and fee products.
- Follow the various international guidelines and procedures of the bank
- Ensure customer satisfaction through regular engagement
- Resolve customer queries/issues and facilitate customer services

PASSPORT DETAILS

Passport NoN710xxxx

Date of Issue02.02.2014

Date of Expiry01.02.2026

Place of IssueKozhikode

ACADEMIC PROJECTS


- A study on effectiveness of training and development and team building at KMC HOSPITAL, ATTAVAR, MANGALORE
- An organizational study with respect to Chirakkal Weavers Cooperative P & S Society, Kannur

For Enquiry, Whatsapp at +91 790 754 4283

Resume Sample - RE54

SHAHMAL KP

RESTAURANTS AND HOSPITALITY PROFESSIONAL PROFESSIONAL



SHAHMAL KP

RESTAURANTS AND HOSPITALITY PROFESSIONAL

Capable and motivated and experienced with a thorough grounding in the principles of hotel service and operations management. Excellent time management skills and adept at prioritizing tasks in a fast-paced working environment.

Strong team player with the drive and determination necessary to provide exceptional service and meet ambitious performance target

EDUCATION

PLUS TWO2006

Board of Higher Secondary Examination, Kerala

SSLC2004

Board of Public Examinations, Kerala

KEY SKILLS

- Customer service
- Autonomy and accountability
- Critical thinking
- Strategic communications
- Integrated marketing
- Creative problem solving
- Flexibility
- Strong communication skills
- Interpersonal Skills
- Strategic planning abilities
- Conflict Resolution
- Ability to observe, evaluate, and give meaningful feedback
- Detail Oriented

EXPERIENCES

2018-2022

SENIOR SALES & MARKETING MANAGER

Louzan Centre (FMCG) –Qatar

(Holding valid Qatar License#290356016544/valid till 2024)

- Product Branding and familiarization in the Market.
- Marketing all Louzan Products in market through retail outlets and partner shops.

2017-2018

SALES ADVISOR

LEVI'S SHOWROOM BANGALORE INDIA

- Worked on the sales process experience
- Created custom fashion style for clients

2012-2017

SALES & MARKETING OFFICER

Al Ajlan & Sons Company – Saudi Arabia

- Marketing the brand in market & generating sales leads from assigned market territory & timely delivery.
- Ensure quality in order generation, sales & delivery of shipments on own mode of commute in company vehicle

2010-2012

SALES OFFICER

Sylcon Footwear Retail chain Shoppe, Kerala

- Marketing and Sales Officer in new Sylcon Branch across Kerala.
- Responsible for arranging the product display to attract and new customers in

2008-2010

DRIVER CUM SALES ASSISTANT

Readymade Shop, Doha – Qatar

2007-2008

SALES EXECUTIVE

CONTACT ME:

+971 582121212

xxxxxlsha@gmail.com

Resume Sample - RE37



// CONTACT

Address : Thodupuzha, Idukki, Kerala, India

Phone : +91 9471 000 000

Email : xxxxx123@gmail.com

// PERSONAL DETAILS

DOB : 16/05/1996

Passport Number : M942xxxx

Date of Expiry : 18/06/2025

Nationality : Indian

Marital Status : Single

// KEY SKILLS

- Leadership
- Team Player
- Problem Solving & Analytical Skills
- Positive Attitude
- Adaptable
- Quick Learner
- Excellent Communication Skills
- Administration Skills
- Organization Skills
- Critical Thinking
- Positive Attitude
- Time Management

// LANGUAGES KNOWN

English	Hindi
Malayalam	Arabic

// ACHIEVEMENTS

- Core member of NSS camp during the special campaign programs

ANANDU VASUDEVAN

ACCOUNTANT

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

// EXPERIENCES

- ACCOUNTANT**
Real Accounts
 - Analysing the bills and find the missing and unissued bills
 - Clearing accounts per day basis
 - Clearing monthly accounts
 - Providing support for other office related activities
 - Daybook handling

// SKILLS

Tally Prime	<div></div>
Tally ERP 9	<div></div>
MS Office	<div></div>

// EDUCATION

2020 5.66 CGPA	<ul style="list-style-type: none">B.COM IN COMPUTER APPLICATION SSV College MG University
2015 81.5%	<ul style="list-style-type: none">HIGHER SECONDARY EDUCATION Guardian Angel English Medium School DHSE Kerala
2013 68%	<ul style="list-style-type: none">HIGH SCHOOL EDUCATION St. George Public School Kerala State Board of Public Examinations

// DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars.

ANANDU VASUDEVAN

JHANVI TECHNOLOGIES

We are also helping you to boost up your career and business

Digital Marketing

Web Designing

Lead Generation

Job Application Emailing

We have send your job application to varified hr emails in UAE
Boost up your chances for interviews and get hired

Follow us for free gcc job updates

