



Mrs. Preethi Sekhar
DOB: 28.02.1988
Email : preethimwarrier@gmail.com
Mobile: 056 - 8462966

Objective:

Looking for a challenging career, keen to learn everything of my interest, which demands display of my skills, which will gain personal as well as job satisfaction with full dedication and sincerity and subsequently equips me with expertise to take on the challenges in the corporate world.

Educational Qualification:

Master of Science in **Chemistry** from University of Calicut, 2009 - 2011

Computer Skills

MS Office (Word, Excel, Power point), Internet and E-mail applications

Key Competencies

- Interpersonal skills
- Communication skills
- Research Aptitude
- Attention to detail and accuracy
- Customer Service

Work Experience

VAN CONSULTANT FZE

Management Consultants and Audit Consultants – Hamriyah Free Zone, Sharjah, U.A.E

Administrative Assistant

June 2015 – March 2020

Key Profile and Job Responsibilities Include:

- Provide general administrative and clerical support to management
- Develop and maintain the client database and timely follow up with them
- Maintaining electronic and hard copy filing system, answering phones, coordinate with couriers, invoicing and payment follow up
- Arrange the documents for license and visa procedures and assist the clients to go through the license and visa procedures in Hamriyah Free Zone Authority
- Compilation and verification of necessary information and documents required for an audit

- Coordinating with audit firms and customers
- All basic banking activities including cheque preparation, cheque and cash deposits
- Assist the customers in VAT registration and VAT return filings

Personal Information

Permanent Address	:	Latha Vihar, Mannapra, Palakkad 678 685, Kerala, India
Marital Status	:	Married
Passport Number	:	T 0784052
Nationality	:	Indian
Visa Status	:	Husband Sponsored

Languages Known

English, Hindi, Malayalam (Read, Write & Speak) and Tamil (speak only)

References

Bhagwan Agarwal
Manager
VAN Consultant FZE
Hamriyah Free Zone, Sharjah
Mob: 055 9932991

SANTHOSH BHASKER
IT Manager
FIRST FLIGHT COURIERS MIDDLE EAST LLC
Dubai, U.A.E.
Mob: 055 8453274

Declaration:

I do hereby declare that the above particulars are true to the best of my knowledge & belief. I assure you the best of my services.

Yours Faithfully,

Mrs. Preethi Sekhar