



SNEHA SUKUMARAN

ALL ABOUT ME

Date Of Birth : 25/08/1987

Sex : Female

Nationality : Indian

Passport No: : T4671836

Visa Status : 26/09/2019-25/12/2019

languages Known : English,Malayalam,Hindi
Tamil, Kannada.

OPERATING SYSTEMS

- MS Office
- MS Word
- Excel
- Tally
- Odoo

CONTACT INFO

Mobile: 055 236 6125

Email: snehasukumaran1987@gmail.co

Address: Gulab building, 3rd floor, room
no:21, Meena Bazar, Bur Dubai, Dubai 31219

Reference: Manoj Jacob, Managing
Director,Alan Technology LLC Dubai

Mob:050 775 9811

Jojo ,Purchasing Manager : 054 326 0486

CORE SKILLS

- Administration
- Customer Relationship
- Marketing
- Co Ordination
- Work Hard to Achieve Goals
- Leadership
- Decision making
- Time Management

WORK EXPERIENCE

ADMIN ASSISTANT

Alan Technology LLC 2018 to Present

- Develop & Maintain Financial Analysis & Reporting Activities
- Manages and monitors current campaigns to ensure the programs are successful
- Debt Collection
- Co ordinate with finance teams in preparation of financial statements
- Attendance management
- Tele-marketing
- Preparing Invoices and Pro forma Invoices

CUSTOMER CARE OFFICER

FEDERAL BANK LTD , 2016

- Provided the full range of customer service, account management. & financial support.
- Assisted customers with loan & deposit application, answered general questions about all services & banking products.
- Maintained a good relationship with the account holders.

EDUCATION BACKGROUND

- MG University 2010

Bachelor of Commerce (Co Operation)

- Edapally Higher Secondary School 2007

Commerce Maths

- Hill Valley Higher Secondary School 2004