



VARSHA JAYAPRAKASH

C/o. Jayaprakash

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CURRICULUM VITAE

CAREER OBJECTIVE:

TO SECURE CHALLENGING ASSIGNMENTS AS A PROFESSIONAL IN AREAS TRAINED AND EXPERIENCE GAINED IN. I AM SEEKING A CHALLENGING POSITION IN A PLEASANT WORKING ENVIRONMENT, WHICH WILL PERMIT ME TO CONTINUE PRACTICING AND ENHANCING MY SKILL SET AND KNOWLEDGE BASE AND BEING AN ASSET TO THE ORGANISATION.

WORK EXPERIENCE

TOTAL EXPERIENCE: > 6 YEARS IN ACCOUNTING, SECRETARIAL/ADMIN AND SALES ADMINISTRATION FIELD

1. PRESENTLY WORKING WITH **BAIT AL MARJAN GEN TR LLC, SHARJAH** AS OFFICE ADMINISTRATOR/COORDINATOR, HANDLING SALES COORDINATION & ASSISTING IN ACCOUNTING ACTIVITIES FROM JULY 2025. (HOLDING TRANSFERABLE VISA – VALID TILL 11-07-2027).
2. FROM: FEBRUARY 2024 TO JUNE 2025 (1 YEAR 5 MONTHS) AS OFFICE EXECUTIVE/SECRETARIAL-H.R ADMIN WITH M/S. KABRA EXTRUSION TECHNIK LTD., DAMAN, UT, INDIA.
3. FROM JANUARY 2019 TO DECEMBER 2022 (3 YEARS) – M/S. ALI BIN MOHAMED MIRZA TRADING EST., SHARJAH/UAE- WORKED AS ACCOUNTS ASSISTANT AND SALES ADMINISTRATION FIELD.
4. FROM: JUNE 2017 TO MARCH 2018 (10 MONTHS) – M/S. INTERCARE LLC, SHARJAH/UAE WORKED AS ACCOUNTS ASSISTANT/SALES ADMIN.
5. FROM: MARCH., 2015 TO AUGUST 2016 (1 YEAR 6 MONTHS) M/S. ASFENI TECHNICAL CONTRACTING LLC – SHARJAH/UAE. WORKED AS RECEPTIONIST AND ADMINISTRATIVE ASSISTANT.

ROLLS AND RESPONSIBILITIES HANDLED:

ACCOUNTING/FINANCE AREA:

- HANDLING PETTY CASH, PREPARATION OF CHEQUE/FUND TRANSFER ETC.
- PREPARATION OF INVOICES, PAYMENT RECEIPT AND PAYMENT VOUCHERS.
- PREPARATION OF QUOTATION, PURCHASE ORDERS, DELIVERY NOTE, SALES INVOICE ETC.
- MAINTAINING THE CASH BOOK AND BANK BOOK AND RECONCILIATION IN MONTH END.
- ENTERING ALL THE ACCOUNTING DATA AND MAINTAINING IN THE COMPUTER SYSTEM.
- LISTING ALL ACCOUNTS RECEIVABLE RECORDS AND SENDING STATEMENT OF ACCOUNT AND DOING FOLLOW-UP FOR PAYMENT.
- GENERATING AGEING STATEMENT.
- MAINTAINING RECORDS OF PAYMENT DEFAULTERS AND INFORM SALES TEAM.
- MAINTAINING ACCOUNTS PAYABLE AND INFORMING THE MANAGEMENT ABOUT THE DUE DATES IN ADVANCE.
- ASSISTING ACCOUNTS MANAGER IN PREPARATION OF PAY ROLL, ACCOUNTS RE-CONCILIATION, TRAIL BALANCE, P&L ETC BY PROVIDING INPUT DATA
- COORDINATING WITH INTERNAL AND EXTERNAL AUDITORS.
- TAKING STOCK VERIFICATION AND RECONCILIATION OF PURCHASED/STOCK ITEMS.
- OTHER AD HOC ACCOUNTING AND ADMINISTRATIVE ACTIVITIES ENTRUSTED ON ME TIME TO TIME.

OFFICE ADMINISTRATION/SECRETARIAL AREA:

- ATTENDING TELEPHONE AND FRONT DESK RECEPTION.
- MAINTAINING/HOUSEKEEPING OFFICE AND RECEPTION AREA.
- SCREENING AND FORWARDING CALLS TO RESPECTIVE DEPT/PERSON.
- RESPONDING TO GRIEVANCES/COMPLAINTS AND PASS ON TO RELATED PERSONS/DEPT.
- RECEIVING COURIER, PARCELS AND OTHER DOCUMENTS.
- HANDLING OUTGOING COURIER DOCUMENTS AND MATERIALS.
- PREPARING OUTGOING MAIL, FAXES AND EMAIL ETC
- FIXING APPOINTMENTS, SCHEDULING/ORGANISING MEETINGS FOR EMPLOYEES/CUSTOMERS.
- COORDINATING WITH INTER-DEPARTMENTS.
- CORRESPONDENCE WITH CUSTOMERS AND INTER DEPARTMENTS.
- ORGANISE AND MAINTAIN FILES AND RECORDS.
- MAKE PURCHASE REQUEST FOR OFFICE STATIONERY, PANTY ITEMS & MAINTAINING STOCK RECORDS
- RECORDING AND MAINTAINING OFFICE EXPENSES.
- MAKING TRAVEL ARRANGEMENTS, HOTEL BOOKING, TICKET BOOKINGS THROUGH COMPANY APPROVED AGENCIES.
- HANDLING H.R ADMINISTRATIVE AND OPERATIONAL SUPPORT TASKS.
- ASSISTING JOB POSTINGS, RESUME SCREENING, INTERVIEW SCHEDULING AND CANDIDATE COMMUNICATION, RECRUITMENT AND ON BOARDING, MANAGING EMPLOYEES' RECORDS.
- ASSIST WITH PAY ROLL PREPARATION BY PROVIDING RELEVANT DATA, SUCH AS ATTENDANCE AND LEAVE INFORMATION,

SALES ADMINISTRATION AREA:

- PROCESSING ORDERS, MANAGING ORDER FULFILMENT, AND TRACKING SHIPMENTS.
- RESPONDING TO CUSTOMER INQUIRIES, PROVIDING SUPPORT, AND MAINTAINING POSITIVE CUSTOMER RELATIONSHIPS.
- ASSISTING WITH SALES PRESENTATIONS, PREPARING QUOTES, AND MANAGING SALES MATERIALS.
- MAINTAINING ACCURATE SALES RECORDS, UPDATING CRM SYSTEMS, AND GENERATING SALES REPORTS.
- COORDINATING SALES TEAM ACTIVITIES, PROVIDING TRAINING, AND ASSISTING WITH SALES STRATEGIES.
- MONITORING INVENTORY LEVELS, TRACKING PRODUCT AVAILABILITY, AND COORDINATING WITH INVENTORY CONTROL.
- MANAGING THE FLOW OF GOODS, MATERIALS, AND RESOURCES WITHIN A SUPPLY CHAIN, INCLUDING COORDINATING TRANSPORTATION, INVENTORY MANAGEMENT AND WAREHOUSING TO ENSURE EFFICIENCY AND MEET ORGANIZATIONAL GOALS. MONITORING SHIPMENTS, OPTIMIZING SUPPLY CHAIN PROCESSES. MANAGING VENDOR RELATIONSHIPS, AND ANALYSING COSTS
- TRACKING SALES PERFORMANCE, ANALYZING SALES DATA, AND IDENTIFYING AREAS FOR IMPROVEMENT.
- MANAGE CUSTOMER ACCOUNTS, UPDATE CRM SYSTEMS, AND PREPARE SALES DOCUMENTS.
- HANDLE INQUIRIES, CONFIRM ORDERS, AND RESOLVE BASIC SERVICE ISSUES.
- PREPARATION OF PURCHASE ORDERS, INVOICES AND DELIVERY NOTE.
- ENTERING ALL THE SALES DATA AND MAINTAINING IN THE COMPUTER SYSTEM.
- LISTING ALL ACCOUNTS RECEIVABLE RECORDS AND SENDING STATEMENT OF ACCOUNT AND DOING FOLLOW-UP FOR PAYMENT.
- MAINTAINING RECORDS OF PAYMENT DEFAULTERS AND INFORM SALES TEAM.
- GENERATING AGEING STATEMENT
- MAINTAINING ANNUAL MAINTENANCE CONTRACT.

EDUCATIONAL PROFILE:

- BACHELOR OF COMMERCE (B.COM) - UNIVERSITY OF CALICUT, KERALA/YEAR 2007.

COMPUTER PROFICIENCY:

- TALLY ERP-9 -- G-TECH COMPUTER, PALAKKAD, KERALA, INDIA
- EXCEL – ADVANCED -G-TECH COMPUTER, PALAKKAD, KERALA, INDIA
- MS WORD, POWER POINT, OUTLOOK, INTERNET/E-MAIL ETC

PERSONAL INFORMATION:

NAME : VARSHA JAYAPRAKASH
SEX : FEMALE
DATE OF BIRTH : 7TH MAY 1986
MARITAL STATUS : MARRIED
NATIONALITY : INDIAN
NUMBER OF CHILDREN : ONE
LANGUAGES KNOWN : ENGLISH, HINDI, MALAYALAM & TAMIL.
FATHER'S NAME : V. JAYAPRAKASH
MOTHER'S NAME : BABY ANITHA JAYAPRAKASH
PASSPORT NO. : T4665969 EXPIRY: 27/02/2029
DRIVING LICENSE : HOLDING VALID INDIAN CAR DRIVING LICENCE.
VISA STATUS : EMPLOYMENT/TRANSFERABLE VISA/NOC - VALID TILL 11.07.2027
LOCAL ADDRESS : C/O. JAYAPRAKASH, AL QUASMIA, MAHATTA, SHARJAH/UAE
PERMANENT ADDRESS : VARSHARUNJALI, MOSQUE STREET, VALLANGHY, NEMMARA
PO, PALAKKAD, KERALA PIN 678508, INDIA.

INTERESTED IN:

- COOKING

DECLARATION:

I, HEREBY DECLARE THAT THE ABOVE-FURNISHED INFORMATION IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

VARSHA JAYAPRAKASH