



From United Arab Emirates

SHERIN K S

ADMIN

CONTACTS



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ABOUT ME



I am passionately seeking a dynamic role that thrives on fast-paced challenges and demands a keenly perceptive individual. With a steadfast goal to drive organisational success, I bring to the table exceptional competence and unshakeable confidence, fueled by an intense passion and a remarkable presence. My commitment is to harness these qualities to not only excel but to consistently deliver superior outcomes in a vibrant and ever-changing environment.

SKILLS



- Excellent Communication
- Interpersonal skill
- Time Management:
- Attention to Detail
- Customer Service
- TALLY
- Microsoft Excel (pivot tables, LOOKUP FUNCTIONS)
- Accounts Payable/Receivable
- Team Collaboration

LANGUAGES



- English
- Malayalam
- Hindi

PERSONAL DETAILS



- Date of birth**
06 Nov 1998
- Nationality**
Indian
- Visa status**
Work visa

WORK EXPERIENCE



FEB 2024
PRESENT

ACCOUNT ASSISTANT CUM ADMIN

PS GOLD | DUBAI

- Expertly maintained precise financial records, managing daily accounting tasks such as ledger entries and invoice processing.
- Efficiently processed accounts payable and receivable, ensuring timely and accurate reconciliations.
- Assisted in the preparation of financial reports and supported budget preparation with senior accountants.
- Conducted thorough monthly bank reconciliations, swiftly resolving any discrepancies.
- Managed payroll processing, maintained comprehensive payroll records, and responded to payroll-related inquiries.
- Monitored company expenditures, prepared detailed expense reports, and enforced fiscal policy adherence.
- Provided key administrative support to the accounting team, including file management and correspondence handling.
- Facilitated audit processes by preparing essential documentation and offering support to auditors.
- Organized and maintained both physical and electronic office filing systems for optimal efficiency.
- Processed and verified expense reports and invoices, ensuring punctual and accurate submissions.
- Coordinated office events and meetings, overseeing logistics, catering arrangements, and distribution of materials.
- Delivered exceptional customer service, promptly addressing the needs of clients and visitors with professionalism.

FEB 2023
JAN 2024

CASHIER

MFAR JEWELLERY, ZAIBA, GOLD SOUQ DUBAI | DUBAI

- Efficiently processed transactions using cash registers, ensuring accurate pricing during item scans.
- Handled cash and credit payments, promptly issuing receipts, refunds, and correct change.
- Managed the redemption of stamps and coupons, enhancing customer savings and satisfaction.
- Addressed customer complaints with professionalism, offering guidance and information to resolve issues.
- Welcomed customers warmly upon entry and exit, contributing to a friendly store atmosphere.
- Maintained a clean and orderly checkout area, reinforcing a positive shopping experience.
- Skillfully facilitated merchandise returns and exchanges, ensuring customer service excellence.

FEB 2021
AUG 2022

FRONT OFFICE EXECUTIVE

DAYA SPECIALITY SURGICAL AND LAPROSCOPIC CENTER PALAKKAD, INDIA | THRISSUR, INDIA

- Efficiently scheduled patient appointments, optimizing calendar management and patient flow.
- Diligently maintained patient records and accounts, ensuring accuracy and confidentiality.
- Handled invoicing and accounts with precision, contributing to the financial integrity of the practice.
- Directed the housekeeping team, assigning daily tasks to maintain a pristine environment.
- Spearheaded the implementation of a patient feedback system, fostering continuous service improvement.
- Processed customer payments using diverse methods, including card, Apple Pay, cash, and digital transactions.
- Managed the front office phone system, adeptly fielding internal and external inquiries, resolving complaints, and providing information.

NOV 2020
JAN 2021

INSURANCE, GUEST RELATIONS EXECUTIVE AND HR (TRAINEE)

DAYAGENERAL HOSPITAL AND SURGICAL CENTER THRISSUR, INDIA | THRISSUR

- Efficiently managed customer inquiries and resolved issues promptly via phone, ensuring high levels of satisfaction.
- Expertly prepared and processed documentation for insurance transactions and renewals.
- Delivered professional advice on insurance policy options tailored to client needs.
- Addressed and escalated complex customer concerns to supervisors for swift resolution.
- Conducted precise financial reporting and analysis with a commitment to accuracy and timeliness.
- Championed workplace safety by enforcing compliance with regulatory standards.
- Excelled in a dynamic, high-pressure setting, demonstrating vigor and a positive attitude.
- Analyzed problems effectively and proposed viable solutions to enhance operational efficiency.

EDUCATION



MBA (PURSUING) HUMAN RESOURCE MANAGEMENT

BHARATHIYAR UNIVERSITY, COIMBATORE

2020

PROFESSIONAL DIPLOMA HOSPITAL ADMINISTRATION

IBIS ACADEMY: THRISSUR, KERALA

2019

BACHELOR OF COMMERCE FINANCE

UNIVERSITY OF CALICUT, KERALA