

SARADHA DEVI

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AJMAN. UAE

OBJECTIVES:

To secure a challenging position in a reputable organization to expand my learnings, **knowledge**, and **skills**.

Secure a responsible career opportunity to fully utilize my training and **skills**, while making a significant contribution to the success of the company.

Experience

07/2014 to 03/2020

Admin & Accounts Manager
SRI KARUNA TRADERS, Nilgiris,
Tamilnadu, India

- Taking care of Employees Payroll and Administration
- Taking care of Financial Activities like BRS, Cash handling and Financial Reports
- Coordinating with Auditing Teams

02/2014 to 06/2014

Sr.Executive - Accounts
KOSAMATTAM FINANCE, Nilgiris, Tamilnadu, India

- Taking care Accounting Activities like Payroll, BRS
- Taking care Customer Enquires and Support
- Handling of Gold Loan
- Monthly Reports Submission

09/2010 to 12/2013

Customer Service Executive
MUTHOOT FINCORP, Coimbatore, Tamilnadu, India

- Cash Handling
- Gold Loan Handling
- Payroll Handling
- Business Development like New Policy Generate (2 Wheeler Insurance) , Gold Coin Sales
- Taking care Customer Enquires like Foreign currency Exchange & Western Union
- Monthly Reports Preparation and Submission

Highlights

- Results-oriented
- Revenue generation
- Business development
- Effective marketing
- Ability to motivate staff and maintain good relations
- Good manners

Education

Master of Business
Administration: HRM &
Marketing - 2010
Anna University,
Coimbatore, Tamilnadu

Hobbies

- Playing Badminton
- Yoga

Personal Details

Marital Status: Married
Passport No: T1972611
Language Known: English /Tamil

Skillset

- ✓ MS Office
- ✓ ERP Tally