

Meera Akhil



Jr. IT Engineer | Administrator | HR Officer | Document Controller



+971 567657146



meerakhil16@gmail.com

Visit Visa validity

• 26.01.2021

Profile

Result-oriented person with an upper hand in planning, coordination, supervision and time managed execution.

Skills & Abilities

- Priority management
- Interpersonal communication
- Organizational Management
- Procurement & Document Management
- Customer Service
- Co-Ordination

Education

BACHELOR OF TECHNOLOGY | CUSAT, KERELA

Computer Science Engineering- 2016 Graduated

Basic knowledge in software's C, C++, PHP, SQL and Efficient in Microsoft software's

Work Experience

ADMINISTRATOR/ACCOUNTANT

NILAMBUR MUNICIPALITY

APRIL 2016 – MARCH 2018

Job Responsibilities:

- Involved in a Project on "Waste Management" called "Shudhi Solutions" for Nilambur Municipality.
- Calculation & data entry of entertainment taxes under the municipal area.
- Preparation and Renewal of Housing tax for buildings under municipality on monthly wise and submitting financial report to the lead.
- Data entry of Budget details.
- Bill collection and Certification for the same.
- Preparation and Renewal of Housing tax for buildings under municipality on monthly wise and submitting financial report to the lead.
- Answering incoming calls, taking messages and redirecting calls as required.
- Preparing budgetary sheet and reviewing with the lead.

- Arranging both internal and external events.
- Organizing travel and accommodations for staff and customers.
- Retrieving and circulating relevant project documents to internal and external teams

Personal Details

- Full Name : Meera GR
- Languages Known : English, Malayalam, and Tamil
- Address : Dubai, UAE
- Visa Status : Visit Visa
- Nationality : Indian
- Marital Status : Married
- Passport Number : T8495128
- Date Of Birth : 31/05/1993

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above-mentioned particulars.

Date: 03/11/2020

Place: Dubai

Meera Akhil
