



KRISHANI MURUGAN

PROFILE

With more than 3 years of experience, I have improved my experience in Front Desk while performing official and confidential tasks. Extensive experience in Microsoft Office suite to perform smooth operations. Currently looking for a suitable position with on your company.

WORK EXPERIENCE

Seacare shipping and logistics LLC

Accounts & Admin Asistant

August- PRESENT

- Clerical skills, including proficiency in MS Office
- Excellent phone etiquette and communication skills
- Administrative Assistance and Executive Administrative Assistance skills
- Assist in managing and prioritizing emails, correspondence, and other communications.
- Petty cash handling.
- Record day-to-day financial transactions and complete the posting process in the system.
- Process accounts payable and receivable transactions with accuracy.

Shuka General Trading LLC

Admin Asistant

May - Jyly 2023

- Makes report for the confirmed, received and shipped orders.
- Sends invoices for accounts department for tax refund.
- Arranged necessary documents for the importing and exporting of goods.
- Followed up orders from the suppliers and shipping agencies for orders.
- Monitored importation and local deliveries and followed up endorsement of invoices, delivery receipts, packing lists, and other supporting documents from the warehouse.

Commercial Bank

Data entry operator & Call Centre agent

2019-2023

- Responsibility to achieve monthly and annual sales targets.
- Respond directly to customer inquiry calls.
- Documentation and File maintaining accordingly.
- Reporting front desk duties when its necessary.

CONTACT

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✉ mkrishani511@gmail.com

📍 Bur Dubai

PERSONAL DETAILS

• Date of birth

7th of November 1997

• Nationality

Sri Lankan

• Passport Number

N8830422

• Visa Status

2024-02-04

SKILLS

- MS WORD
- Teamwork
- Time Management
- Effective Communication
- MS EXCEL

LANGUAGES

- English (Fluent)
- Tamil (Fluent)

EDUCATION

- Diploma in Information Technologies
- Diploma in English Language