



ARTHANA S NAIR

ADMINISTRATION

EDUCATION

Batchelor of Arts(BA) English

MGUniversity-Kerala-India

TTC-Teachers Training Course

MGUniversity-Kerala-India

PDIFAS (Diploma In Indian And Foreign Accounting 2016) SAP ERP-accountant

Computer Skills

MS Office,Working Knowledge in Tally,Peachtree,Quick Box, ERP

EXPERIENCE

January 2016 – July 2016

Worked in Town Gate Inn Changanassery as Front office Assistant.

February 2017 – December 2018

Worked in Arabian Time Travel and Tourism UAE As Admin and Travel consultant

January 2019 – May 2022

Worked in Bonvoyage Tours and Travels Pala as Administration Manager

January 2023 to March 2024

Worked in Al Azhar Group of Institution Thodupuzha as Cabus Manager

ARTHANA S NAIR

CONTACT

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PROFILE SUMMARY

Experienced candidate seeks Administration and Accounting in a challenging work environment and industry where I can learn and improve myself and possess excellent ability to perform well with minimal supervision. Capable to carry out duties efficiently under work pressure, meet stringent reporting deadlines, work confidently in a multicultural environment, and an efficient team player.

SELF-APPRAISAL PROFILE

As an overview, I am a result-oriented, flexible and communicator, problem solver, with ability to focus on solutions and remain calm in crisis. Even I am organized, proactive and always challenging current procedures.

DECLARATION

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.