**BIODATA**

**Mary Shoba**

Rose Villa 29/1652

Jawahar Road, Thykoodam

Vyttila, Ernakulam -19.

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| Objective:  |

To be an asset to any organization and to use my ability for the utmost growth of the business.

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| Educational Qualifications: |

* B Com, MG University, Kerala 1994
* PDC, MG University, Kerala, 1991
* SSLC, Board of Public Exams, Govt. of Kerala, 1989

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| Additional Qualifications: |

* Certificate course in Computer Basics (MS Office, Tally Erp.9).
* Certificate course in English Typewriting (Lower).

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| Experience: |

* Office Administration/Customer Service, Classic Associates, Thykoodam, Ernakulam(2years)

Duties include: Support operations, processing insurance policy issuance.

Document verification.

Application quality management.

Manage emails, letters, packages, phone calls and other forms of correspondence.

Keep track of all customer queries and follow up to verify that all questions are answered regarding customer policies

 Accounting/Billing

 Maintaining filing system, maintaining office supplies.

* Industrial Trainee with Traco Cable Company Ltd. (1 year)

Duties include: Assist with defining and developing billing procedures.

Understanding software tools to analyze and resolve billing issues.

* Accounts Assistant, Consumer Fed (3 years)

Duties include: Ensuring payments, amounts and records are correct.

 Processing expense requests for the accountant to approve.

 Helping the accounts department prepare financial reports.

 Recording and filing cash transactions

* Billing/Cashier, Cement Marketing Agency (5 years)
* Duties include: Generates and sends invoices for customers

Input and check database.

* Cashier/Billing, Fine Glass and Plywoods (2 years)

 Duties include: Assist with customer billing and order processing.

 Working closely with sales staff on quotes.

 File monthly sales and billing and order reports.

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| Personal Details: |

Date of Birth: 25/05/1974

Religion: Christian

Sex: Female

Marital Status: Married

Husband’s Name: Shoby

Languages Known: English, Malayalam, Hindi.

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| Personal Strength |

Optimistic

Sincere

Hardworking

Good communication skills

Interpersonal skills.

*Declaration:*

*I hereby declare that the information furnished above is true is the best of my knowledge.*

MARY SHOBA