

NAYANA .P

CURRICULUM VITAE

EDUCATION

- **Graduation** : B.Sc Botany (2013 -2016)
Maharajas college, Eranakulam
- **Higher Secondary Education** : Science Group (2011 - 2013)
St.Thomas H.S.S Malayattoor
- **Secondary Education** : SSLC (2011)
St.Thomas H.S.S Malayattoor

EXPERIENCE

- **2017 September to 2022 June - Office Administrator**
 - ❖ **STAR PLUMBING CONTRACTORS - Aluva, Eranakulam ,Kerala**
 - Coordinate and oversee all office activities.
 - Create work quotations and invoices.
 - Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
 - Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.
 - Collect, count, and disburse money and complete banking transactions.
 - Handling incoming calls, Emails, and other communications.
 - Coordinate and schedule appointments and meetings.
 - Create, edit and update spreadsheets regularly according to the databases.
 - Updating and maintaining monthly reports of work.
 - Building relationships with suppliers and contractors
 - Process and prepare documents, such as business or government forms and expense reports.
 - Accounting package: Tally silver prime/E-way bill/Invoicing
- **2016 April to 2017 May - Office Assistant**
 - ❖ **RISE UP (Job consultancy) -Kalamassery , Eranakulam ,kerala**
 - Develop and execute recruiting plans
 - Building relationships with clients.
 - Communicate with clients to determine their hiring needs
 - making arrangements for the advertisement of vacancies
 - designing job descriptions, sourcing candidates through databases and social media
 - interviewing and assessing prospective applicants and matching them with vacancies at client companies

DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Nayana P

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Address
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139, Pathadipalam,Edapally PO
Ernakulam 682024 Kerala.

Date Of Birth : 12 May 1996

Nationality : Indian

Languages Known

- Malayalam
- English

Interest

Reading & Travelling

Computer Proficiency

- MS Excel
- Ms Word
- Power Point
- Internet Operations
- Tally silver prime

