Sumayya N K



Seasoned collaborator experienced in meeting needs, improving processes, and exceeding requirements in team environments.

Diligent worker with strong communication and task prioritization skills. Adept handling of customers under strenuous situations to bring positive impact. Fast learner committed to continuous and self-directed learning.

# Work History

**2016-2020**

**2020-2023**•

## Office In charge

**Bumatra Trading Pvt Ltd,Madavana,Near KUFOS,Eranakulam, Kerala**

* front office operations, managing staff performance, and providing high-quality customer service by responding to visitors' inquiries and concerns and directing them to the appropriate department.
* Supervising and monitoring the work of Employees.
* processing invoices and managing office budgets.
* Organizing Induction Programs for new employees
* reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
* Reporting day-to-day activities to MDs and Arranging meetings.

**Office Administration and Accounts**

**WeekendBlockbusters,Anjumana,Edappally,Eranakulam,Kerala.**

* Organizing office operations and procedures.
* Scheduling meetings and appointments with MD.
* Preparing financial documents such as invoices, Tax filings, and monthly reports.
* Process Bank Transactions.
* Managing the flow of petty cash by recording all monetary transactions.
* Assess staff performance and manage all administrative procedures.
* Prepare Staff’s monthly Salary

# Contact

**Address**

HouseNo.38/A,

PrasanthiNagar.

RD No:1,Edappally P O

Kerala - 682024

**Phone**

7559888189

**E-mail**

sumynk7755@gmail.com

# Skills

Scheduling and planning

Written and verbal communication skills

Information Verification Records management Organization skills

# Languages

English

•••••

Excellent

Hindi

Hind

# Education

**2007-2009**

## B.Com: Co-operation

Calicut University - Kerala, India

•V•ery•G•ood

Malayalam

•••••

Excellent

# Certifications

G-Operator (Windows,MS-Office,lnternet and E-Mail )

G-Acountant in Tally