**AMAL P S**

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Thirumangalath puthan veedu, Edavaka P.O, Mananthavady | +91 9207356512 | amalangelic2@gmail.com |

WORK EXPERIENCE

**Administrative assistant November 2016 – August 2019**

Key Farm

* Overseas various office and administrative management functions. Conduct all administrative task such as faxing,scanning,logging,etc..
* Spearheaded transactions of manual filling system to computerized database. Compiled bookkeeping records and generated financial statements for clients.
* Maintained confidentially of staff payroll as well as administrative information.
* Assisted the senior accountant in completing month end and year end process.
* Coordinated meetings and events for organizations.

**Assistant Manager August 2019 – Present**

Souparnika

* Make and assisting all legal documents for legal advisor.
* Prepare, record, marketing, check over and inovice, presentation, reports and relevant material.
* Prepare purchase and sales statements for management.

SKILLS

* Fluent in English
* Microsoft Word, Excel and Powerpoint
* Tally, Peachtree, Quickbook and SAP
* Computer Hardware

EDUCATION

**Kannur University April 2013**

Bachelors degree in Commerce

**Govt. Model high secondary March 2011**

Higher Secondary

VOLUNTEER EXPERIENCE

**Panappadi Temple**

Assisted in organising annual visit to the elderly

INTEREST

* Driving
* Drawing