



# Sreedevi Prabhilash

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/Sreedevi Prabhilash

Dubai, UAE

## Skills

Leadership

Co ordination

Fast Learner

Dedication

## Computer Skills

MS Office

Tally

Typing speed

Tracing

## Language

English

Malayalam

Hindi

## Personal Details

Date of Birth : 2<sup>nd</sup> May 1988

Gender : Female

Nationality : Indian

Marital Status : Married

Visa Status : Husband's Visa

## Academic

**B. Com.** ● Calicut University  
2005 - 2008 Kerala, India

**Plus 2** ● Board of Examination  
2003 - 2005 Kerala, India

**SSLC** ● Board of Examination  
2003 Kerala, India

## Career

**Admin Assistant** ● **Master Tents and Shades LLC, Al Mamzar, Dubai**  
2024 Sep to Present

- Prepare quotes and invoices.
- Manage VAT returns and compliance.
- Track payments and account balances.
- Maintain accurate company records.
- Draft and send invoices promptly.
- Manage incoming calls, emails, and inquiries professionally.
- Perform general office tasks and assist with special projects as needed.

**Admin Assistant** ● **Active Care Technical Services, Raz Al Khor, Dubai**  
2022 Aug - 2023 Sep

- Prepare quotes and invoices.
- Manage VAT returns and compliance.
- Coordinate with the technical team.
- Track payments and account balances.
- Research hotels and contact potential clients.
- Provide monthly services and maintain client relationships.
- Update timekeeping records (sick leave, absences, vacation, overtime) for accuracy.
- Ensure proper functioning of office hardware (photocopiers, telephones, etc.).
- Manage incoming calls, emails, and inquiries professionally.
- Perform general office tasks and assist with special projects as needed.

**Admin Assistant** ● **Maximum Services LLC, Al Qusais, Dubai**  
2022 Feb - 2022 Jul

- Prepare quotations.
- Coordinate with staff.
- Perform administrative duties such as filing, data entry in Excel, photocopying, mailing, etc.

**Counter Staff** ● **Goyal Books (The Millennium School) Al Qusais, Dubai**  
2021 Jun - 2022 Jan

- Place orders from the warehouse.
- Communicate and collaborate with the IT team.
- Prepare weekly and monthly sales reports.

**Collection Officer** ● **Fintrestle Dubai**  
2015 - 2016

- Collect accounts through discussion, payments, and solutions.
- Document collection activities.
- Refer accounts for legal action when needed.
- Monitor delinquency and make daily collection calls.

**Team leader** ● **Bilkish Associates, Kerala, India**  
2009 - 2015

- Expert in customer issue resolution.
- Led and managed company collections.
- Supervised field executives and area managers.
- Ensured bank goals by addressing queries.

\*Reference available on request