

# Ayisha Parvin

Udupi karnataka  
8904509656 • ayishaparvin311@gmail.com

## Objective

---

Seeking a challenging and growth-oriented position with professionally managed organization where I can utilize my professional skill and experience, background and training effectively to achieve success of organization and advancement. Because I firmly believe that the success of my organization is a success for my career too. I can apply my past and present experiences and analytical, interpersonal and leaderships skills. Highly motivated and demonstrates ability to work effectively under different working conditions with different people from all walks of life. With good academic records combined with rich experience and interpersonal skills.

## Work Experience

---

**Receptionist cum Insurance coordinator** June 2023 to Nov 2024  
Alhilal multispecialty hospital bahrain

- Take responsibility for answering the main telephone lines for incoming calls, dealing with enquiries, use of fax and e-mail facilities. To provide a high standard of customer service including receiving visitors, maintaining attendance records of staff and visitors and receiving deliveries. Ensured that a welcoming, professional environment is maintained in the office area. Maintain supplies of publicity material, replenishing stocks. Provide clerical support under the supervision of the Office Manager to include filing, copying and database input, distribute incoming post and coordinated outgoing post.

**Bansal com trade Pvt.Ltd.Mangalore** 2022-2023

- MANAGE ALL ACCOUNTING TRASACTIONS.
- HANDLE MONTHLY, QUARTERLY AND ANNUAL CLOSINGS. COMMUNICATE EFFECTIVELY WITH CLIENTS.
- CONTRIBUTE TO A STRONG CLIENT RELATIONSHIP THROUGH POSITIVE INTERACTIONS WITH CLIENTS. RECONCILING BANK STATEMENTS AND CALCULATING TAX PAYMENTS AND RETURNS.

## Education

---

**Bachelor of commerce -Udupi Karnataka**

**Personal Strength:**

---

- Personal Strength:
  - Well-developed experience in performing basic administrative tasks. Proven ability to work effectively and collaborate with people of various ages and cultures, ability to adapt the style of communication too meet the needs of the audience. Extensive knowledge in planning and carrying out activities in an orderly and well-structured way. Ability to prioritize tasks, use time in the best way possible and work within appropriate policy and procedures. Focused on achieving results to required standards and developing skills and knowledge. Ability to take personal responsibility for own actions and for solving out problems and issues that may arise.
-