**Dency**

**E-mail:** **dency.150085@2freemail.com**

**Career Objective**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

**Key Skills**

Administration, co-ordination, document controlling, data entry, record keeping accounts management, Inventory management, Good communication, letter drafting, presentation & a quick learner.

**Work Experience Synopsis**

**Organization : JABS Consultancy (Advertising), Thrissur, Kerala**

**Department: Administration**

**Role 1: Admin Officer cum Accountant (2nd May 2012 – 31st May 2017)**

**Function: Administration & Accounts Management**

**Key Responsibilities: Admin Officer cum Accountant**

* Under direct supervision, provides general administrative support to all departments.
* Preparation of Quotations, Release Order and Channel Schedules.
* Sales Valuation and Clients feedback updations.
* Perform routine clerical functions, like copying, sorting, filing and typing. sets up maintains Varied office files, logs and records office activities.
* Maintain supervisors calendar schedules meetings and recurring events, schedules large Conference rooms, orders food, and ensures applicable equipment is available ready for Meeting Sort, distributes, prioritizes and composes routine correspondence following established procedures not requiring management review, reads correspondence/ highlights important items and sends to supervisor, sends emails sent on behalf of dept head, writes sends meeting reminders, forwards emails to appropriate distribution list on behalf of department head.
* Assist in researching, drafting, and/or abstracting routine reports.
* Help supervisor and department prepare presentations, edits, prints other basic

formatting functions.

**Achievements**

**Professional**

* Rewarded for commitment to excellence, resourcefulness and initiative taken to support

Management plans and strategies.

* Successfully achieved performance parameters as well as organizational goals and objectives.
* Performed assigned tasks with indefinable enthusiasm, commitment, honesty and dedication with drive and met strict deadlines.

**Technical Skill/Professional Skill**

* SAP Business one ; Clock Work Academy
* E R P 9.0 ;
* Tally E R P 9.0
* Peachtree
* Quick book
* Pay roll Management
* Tax Management
* Inventory Management
* Accounts Management

 **Educational Qualification**

* Passed BBA from Mahatma Gandhi University, Kottayam, Kerala in April 2012.
* Passed Higher Secondary Education – Commerce (Kerala Higher Secondary Board 2009) from

Govt Higher Secondary School, Chaipankuzhy, Thrissur, Kerala.

* Passed SSLC (Board of Public Examination 2007) from Presentation Convent Girls High School, Vellikulangara, Thrissur, Kerala.

**Computer Proficiency**

Good in typing and using MS Office suite – Word, Excel & Internet etc…

**Personal Information**

Nationality : Indian

Date of Birth : 2nd Sep 1991

Work Experience : 5 Year

Marital Status : Married

Visa Status : Visiting Visa

**Languages Known** English & Malayalam

**Leisure Pursuit** Cooking, Making Soft Toys.

**Declaration**

I do hereby declare that all the information provided by me in this application is factual and

Correct to the best of my knowledge and belief.

Place: Burjuman Yours truly,