**DALIS**

**Career Objective:**

To secure a challenging position in a professionally managed organization that will enable me to sharpen my skills through hands on experience in the organization and work for the growth of the organization.

**Professional Profile:**

* **More than One year** of work experience in Administration.
* Good in analytical, mathematical, documentation and communication skills.
* Having good knowledge in Microsoft Office and possess good communication skills.
* Comfortable at multitasking with more than two years experience in implementing administrative systems.
* Passionate to learn new technologies and undertake challenging tasks as well.

**Work Experience:**

* Company: **Ascent Info Tech**, Dharmapuri, India **June 2014 – Jan 2016**

Position: **Administrative Officer**

Roles and responsibilities:

* Coordinating office staff activities to ensure maximum efficiency.
* Operating electronic mail systems and coordinating the flow of information both internally and with the Customers.
* Setting up and maintaining paper and electronic filing systems for records, correspondence, and other material.
* Collecting and disbursing funds from cash accounts, keeping records of collections and disbursements and ensuring that it is maintained and current.
* Designing and implementing filing systems. Leading day-to-day payroll administration, including bi-weekly payroll processing, collecting timesheets, and acting as initial degree of contact for inquiries and issues related to payroll.
* Interpreting, assisting and advising employees regarding cooperative agreement applications, leave management and benefit administration.
* Establishing, organizing and supervising the maintenance of department records, ensuring complete accuracy and confidentiality.
* Providing services to customers, such as order placement and account information.
* Reviewing work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
* Operating office equipment such as fax machines, copiers, and phone systems, and using computers for spreadsheet, word processing, database management, and other applications.
* Perform data backups and disaster recovery operations.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University & Location** | **CGPA/**  **Percentage** | **Year** |
| **Bachelor of Engineering**  **(Electronics & Instrumentation)** | **Anna University**  Chennai, India | 8.14 | June 2013 |
| Higher Secondary | St. Alphonsa MHS,  Nagercoil | 90.75 | March 2009 |
| S.S.L.C | MGMHS School,  Kirathoor | 90.72 | April 2007 |

**Technical Skills:**

* Operating system: Windows XP, 7 and 8
* Microsoft office packages: MS Excel, MS Power point, MS word, Outlook
* Software Languages Known: C/C++, JAVA

**Personal Assets:**

* Ability to communicate effectively at all levels; interact supportively within a team environment; cope well under pressure and stress; and adapt readily for the job.
* Possess strong leadership, Excellent communication, decision making, problem solving, inter-personal, time management skills & people management skills
* Experienced in providing written and oral presentations, resourceful and committed.
* Determined, never give up without trying, adjustable with others.

**Personal Profile:**

* Date of Birth : 01-March-1991
* Age : 25
* Gender : Female
* Nationality : Indian
* Languages Known : English, Malayalam, Tamil

[To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

