To,

The Recruitment Manager

Dear Sir/ Madam,

**Subject : Application for the post of Admin/ Office Assistant**

Please accept my enclosed application for the position of administrative assistant. Having read through your job description, I am thrilled to be applying for this position as my experience and skill set match the requirements you’re looking for. My resume goes into more detail about my daily job duties and achievements during my tenure as an administrative/ office assistant*.* However, I believe that my resume demonstrate that I have the ability to perform the major administrative assistant duties, and train others in how to perform in this role effectively, should the need arise.

I would love to have to opportunity to join the team and use my skills to create an efficient and stress free office environment for your executives. I believe I can meet and exceed the expectations you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Please find herewith attached my resume for your kind perusal. Also, note that I am ready to join at short notice.

**JINCY JAIME**

|  |
| --- |
| **Objective** |

* To obtain a meaningful and challenging position that enables me to learn more and more about the administration field and allows for advancement.
* To work in a professional, friendly, dynamic, and competent atmosphere.

|  |
| --- |
| **Educational Qualification** |

* Bachelor of Commerce (BCom)

Kerala University

* LLB

Kerala University

|  |
| --- |
| **Technical Brilliance** |

* Tally, MS Office.
* English Typing.
* Other Admin. skills like filing, telephone, fax, internet, customer care, etc.

|  |
| --- |
| **Professional Experience** |

2015 – 2016 ***Admin cum Office Assistant.***

 **Scared Heart School, Kureepuzha – Kollam**

Working as part of a team and supporting the office manager and Principal. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

Duties:

* Greeting visitors to the office in a professional and friendly manner.
* Handling incoming / outgoing calls, correspondence and filing. Faxing, printing, photocopying, filing and scanning.
* Maintaining an electronic and hard copy filing system.
* Enrol, add, transfer, or drop students according to established procedures; create student cumulative folders; verify residency and immunization information.
* Updating & maintain the holiday, absence and training records of staff.
* Creating and modifying documents using Microsoft Office.
* Inventory, order and distribute office and classroom supplies as needed.
* Receive and account for monies from fund-raising or other school activities.
* Assist in supervising students sent to the office for disciplinary or other reasons.
* Setting up and coordinating meetings and various Training and orientation for the staff. Ensuring that meeting rooms are equipped with flipcharts, pens etc.
* Updating, processing and filing of all documents.
* Photocopying & printing large batches of documentation.
* Provide general office support

**2013 – 2015 *Practicing as an Advocate***

 **Trivandrum and Kollam Court.**

* Appeared before the Hon’ble Kerala Administrative Tribunal, Kerala Appellate Tribunal, Civil Court and rendered my professional service in cases relating to Constitutional Law, Service & Administrative law, Insurance, Revenue Matters, Education, Consumer, Civil Disputes involving Recovery, Title, Transfer of Property, Rent Control, Land Acquisition, Negotiable Instruments and Criminal matter and argued in Civil, Criminal and Revenue matters before High Court of Kerala, Civil Court, Consumer court and other quasi judicial authorities in and around Kerala.
* Handled cases relating to Civil Disputes, Negotiable Instruments, Consumer issues, Insurance and Revenue matters etc.
* Independently handled cases pertains to Civil disputes, consumer cases, Negotiable Instruments, Insurance and Revenue Matters.
* Reporting issues of concern to senior lawyers.
* Maintaining court dockets and diaries.
* Drafted Writ Petitions, Legal notices, Rejoinders, complaints, plaints, written statements, compromise petitions, objections and I.A.’s and all kinds of Civil suits, Criminal matters and Representations.
* Handling all kinds of litigation especially property issues involved including property rights, Injunction Suits, Money Recovery, Labour Disputes and consumer disputes.
* Co-ordinate with the external advocates in court matters and providing the details of the cases & required documents in order to contest the cases with due diligence.
* Scrutiny & verification of the property documents and prepared legal opinions.
* Drafting & vetting of contracts & agreements related to real estate such as Sale Deed, Agreement to Sell, Deed of Assignment, Power of Attorney, Indemnity Bond, Mortgage Deed.
* Using specialist legal software to compile reports etc.

**2012 - 2013 *Manager Trainee (Trainee Advisor)***

 **Future Generali India, Trivandrum.**

* Providing Financial Assistances to outsiders.
* Designing financial strategies.
* Researching information from various sources, including providers of financial products.
* Keeping up to date with financial products and legislation.
* Producing financial reports.
* Working with a team, helping the management in the day to day affairs of the company.

**2009 – 2010 *Teacher cum Office Assistant***

**Mont Fort Play School, Kollam**

* Handling classes in Mathematics and Social Studies

for classes I to IV.

* Provide general office support
* Meeting and greeting visitors to the office.
* Handling incoming / outgoing calls, correspondence and filing reports and data entry.

|  |
| --- |
| **Abilities/ Skills** |

* Working and communicating in a positive and co-operative manner with the management and other senior staff.
* Develop and maintain productive working relationships with school site staff, parents or guardians and District staff.
* Attendance and enrolment policies and procedures. Record keeping, filing, electronic document filing and retrieval.
* Carrying out assignments responsibly.
* Ability and willingness to learn and adapt quickly.
* Self starting Honest and Trustworthy.
* Ability to work independently/ team.

|  |
| --- |
| **Areas of Expertise** |

* Office management.
* Administrative support.
* Report writing.
* Presentations.
* Diary management.
* Customer service.
* Reception support.
* Filing / archiving

|  |
| --- |
| **Personal Information** |

Date of Birth : 13th October 1988

Nationality : Indian

Marital Status : Married

**Job Seeker First Name / CV No: 1811418**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

