**Lincy**

**Lincy.320498@2freemail.com**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective**

Seeking an opportunity in **Accounts** / **Administration** in a dynamic company that allows me to pursue a career, where I can contribute my management skills and competencies for organizational development and learn from organization for professional and personal development

**PROFILE:**

* **4 years’ experience in India & UAE** in accounts, customer service & officeadministration.
* Highly proficient in MS Office Applications.
* Detail-Oriented, efficient and organized professional & can handle basic accounting functions.
* Possess strong analytical skills and problem solving skills, with ability to make well thought out decision.
* Excellent communication and presentation skills.
* Professional work effectively with diverse group of people.
* Highly trainable, fast learner, adapt well to pressure in the work place.
* Confident and capable of working on own initiative under strict deadlines.
* Able to deal with highly confidential matters professionally & discreetly.
* Ability to adapt to new environments and grasp work quickly.
* Well organized, systems oriented & have a strong attention to details.
* Can work under pressure and meet deadlines.

**EXPERIENCE SUMMARY**

***4+ years’ work experience in Accounts & Administrative Assistant Field.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sr.** |  |  | **Organization** |  |  | **Period** |  |  |  | **Designation** |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **No.** |  |  |  |  | **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **1** |  | Icelab Solutions Pvt Ltd, |  | Oct 2015 | Oct 2016 |  | Assistant Accounts & |  |
|  | Kerala, India |  |  | Admin Executive |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Prologic Business Solutions |  |  |  |  |  | Office Administrative |  |
| **2** |  | LLC, |  | Dec 2014 | Sept 2015 |  | cum Accounts |  |
|  |  |  | Al-Nahda, Dubai |  |  |  |  |  | Executive. |  |
| **3** |  | Dime Technologies Pvt Ltd. |  | June | Nov 2014 |  | Administrative Assistant |  |
|  | Kerala, India | 2012 |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Job Profile:-**

**1. Assistant Accounts & Admin Executive**

**Company**: **Icelab Solutions Pvt Ltd, Kerala, India** from October 2015 toOct 2016.

**Job Responsibilities:- Accounts**

* Handle cash books, ledgers and stock and issue register.
* Issuing of credit notes and debit notes.
* Receive & record invoices and processing payments.
* Prepare and send invoices to debtors.
* Responsible for the verification of time sheets and expense vouchers of the employees and submit them to the Chief Accountant.
* Prepare regular reports and summaries of accounting activities.
* Maintained Daybook, Sales, Purchase; sales returns.
* Maintain bank account; cash counting & deposit to bank.
* Prepare daily sales & services reports.
* Verify summary statements of customers / agents.
* Responsible for the filing and indexing of all files related to the Accounts Department.

**Administration**

* Provide administrative support to sales team & managers.
* Screen telephone and personal callers.
* Make and record appointments.
* Receive and process incoming and outgoing mails.
* Do business correspondence on behalf of the organization.
* Responsible for the data entry jobs related with the works.
* Report to management on sales accounts related to end-of-the month reports.
* Maintain records of all documents manage data entry & furnish accurate information through oral, written & phone.
* Ensure appropriate inventory stock to meet daily requirements of business.
* Ensure inventory status before purchase.
* Maintain attendance of all staff & report to management.

**2. Office Administrative cum Accounts Executive.**

**Company**: **Prologic Business Solutions LLC, Al- Nahda, Dubai** from Dec 2014 to September2015

**Job Responsibilities:**

As an Administrative Assistant

1. Responsible for all company secretarial functions, duties and responsibilities.
2. Assisting Chief administrator in his jobs.
3. Meeting and greeting clients and visitors to the office.
4. Preparation of various statements& reports in M.S Excel and M.S Word.
5. Answering the telephone enquiries from contractors, employees, suppliers and if need transfers to the concerned person.
6. Sending out and receiving mail and packages.
7. Preparing daily & monthly reports for Managing Directors.
8. Updating mail and telephone directories.
9. Maintaining the Payroll of Employees.
10. Maintaining the commission chart and overtime records for employees.
11. Organizing and arranging interview for new candidates. As an Accountant
12. Preparing vouchers in Accounting Software.
13. Cheque Preparation, copying and record keeping.
14. Processing cheque deposits, copying and record keeping.
15. Stale Dated Cheque Reconciliation – research and clearing.
16. Planning and allocation of funds to suppliers by issuing pre-dated cheques.
17. Performing all duties regarding the Accounts Payable and Receivable.
18. Raising purchase orders and chasing outstanding accounts.
19. Preparation of Bank reconciliation statement.
20. Assure that all Documents are neatly and orderly filed at the end of working day.

**Educational Qualification**

* **BSc Computer Science,** Mahatma Gandhi University, Kerala India.
* Diploma in Financial Accounting Tally (ERP 9)
* Diploma in Computer Application.

|  |  |  |
| --- | --- | --- |
| **Personal Details** |  |  |
|  |  |  |
|  |  |  |
| Gender | : | Female |
| Age & Date of Birth | : | 25 years, 10-01-1991 |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Languages known | : | English &Malayalam |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Visa Details:** |  |  |
| Visa Status | : | Visit Visa |
| Valid Until | : | 28-Jan-2017 |
| **References upon Request;** |  |  |