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 **JOICE**

**Joice.359627@2freemail.com**

**Vision and Objective**

**L**ooking for challenging career, where there is scope for demonstration, always on a lookout for positive and bigger outlook, thrive on Imagination and Passion, Rigorous thinking and boundless curiosity, sets levels and standards that exceeds expectation, grows up with the organization and above all **A learner for life.**

**Employment History:**

**2.5 Years Experience as Accounts Executive in Muthoot Finance.**

**1 Year Experience as Accounts Executive in Super market.**

**2 Year Experience as Accounts & Admin Executive in a Trading company.**

1. **Accounts Executive.**

**Muthoot Finance Ltd, Delhi**

Job responsibilities

* Preparation Of yearly and monthly Bank reconciliation Statement
* Prepare Daily accounting Reports & vouchers
* Cash counter dealings Valuation and verification of Gold
* Maintaining the Internal Audit System.
* Ensuring the timely delivery of the output & achievements of Targets
* Direct customer Handling and Reply of Telephonic calls
* Manage inward and outward remittance & Forex (Company has tie up with Xpress Money,

Money Gram, First Remit, Ez-Remit & Western- Union)

* Canvassing the customers for various products
* Train & mentor new recruits & Trainees coming from other branches
* Conducting field verification of customers

**San Marco Super Market, Dubai**

Job responsibilities

* Maintaining the Internal Accounts System
* Verifying all invoices
* Cash Counter Dealings $  $
1. **Accounts & Admin Executive.**

**Avikainc General Trading LLC, Bur Dubai, Dubai.**

Job responsibilities

* Maintaining the Company Accounts.
* Controlling Physical Stocks
* Handing Petty cash and Company Expenses
* Arranging & Managing Delivery and courier services
* Controlling Customer payment System and Bank transactions
* Co-ordinate Sales
* Providing accurate Administration of all paper works generated at office level
* Maintaining filing system, manage diaries and documents
* Preparation of Delivery orders and Invoices against purchasing orders.
* Managing electronic files on time basis
* Follow Up with customers and keep Good relation.
* Ensuring the Good working condition in office and co-ordinate with staffs.
* Ordering and maintaining office stationary and equipments

**Special considerations**

I am seeking for a challenging career where I can explore myself and where there are opportunities to grow with the organization.

**Job Description**

I am looking forward to a career as Administrative Assistant in a finance, advertising, accounting or business facility. Organizing and assisting with various projects, challenging, fun, in friendly environment.

**Education**

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| **Year** | **Course** | **Board /University** | **Percentage** |
| 2005 | SSLC | Board of Public Examinations. Govt. of Kerala | 64 |
| 2007 | PLUS TWO | Board of Public Examinations. Govt. of Kerala | 58 |
| 2011 | B.Com | Kannur university. | 63 |

**Computer Background**

**DCFA- diploma in computerized financial accounting**

I am also familiar and well versed with the following areas

* M S WORD, M S EXCEL, MS POWERPOINT
* OPEN OFFICE
* TALLY
* GOOD COMMAND OVER INTERNET AND E-MAIL.

**Personal attributes.**

* Computer oriented
* Extremely organized and professional.
* Energetic attitude and motivation to move forward and learn.
* Hardworking and Sincere.
* Learning and updating skills as new systems are introduced

**Declaration**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and believe.