#

# Jancy

# Jancy.365450@2freemail.com

 **CAREER OBJECTIVE**

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To become a part of competitive workforce, where full utilization of talent and capabilties will be maximized for the mutual growth of both the company and individual.

**EMPLOYMENT PROFILE**

**From 7th Aug 2016 onwards**

**Organisation :INFORMATICS INSTITUTE OF MANAGEMENT STUDIES**

**Designation : Teacher**

**The Role : Teaching Accountancy for O Level students.(IGCSE SYLABUS)**

**From 1st June 2011 to 31st December 2011**

**Organisation :**  **GfK Middle East (Market Research Company, UAE)**

**Designation : Assistant Accountant cum Administrator**

The Role

1. **Reporting to the Head of the Department**
2. **Cash management and forecasting & Admin support to other department.**
3. **Allotting fund the research department.**
4. **Preparing monthly statement report.**
5. **Invoicing and submitting LPO in the precise time.**
6. **Preparing petty cash expenses and reports.**
7. **Review & improve Finance internal controls.**
8. **Provide knowledge to customers on debits and credits of their account. Using these skills, upgrade customer knowledge and company's satisfaction**
9. **Complete other duties as assigned**

**From 26th September 2010 to 21 October 2010 (Leave Vacancy ):**

**Institution : Our Own English High School (GEMS) Sharjah**

**Designation : Faculty at Our Own English High School (GEMS) Sharjah**

**The Role : Teaching Accountancy and Buisness Studies for Grade 11**

 **Students.**

**From 1stnd June 2009 to 28th Feb 2010**

**Organization :** **Capital Market India Ltd.**

**Designation : Officer Commodity Trading**

**Reporting to : Branch Manager**

**The Role:**

1. Prepare profit and loss statements and monthly closing and cost accounting reports.
2. Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
3. Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
4. Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
5. Explain billing invoices and accounting policies to staff, vendors and clients.
6. Resolve accounting discrepancies.
7. Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
8. Timely updation of information to all the clients for better investment decisions.
9. Other duties as assigned

 **ACADEMIA**

* **MBA – Master of Business Administration (Finance & Marketing)** from

 Adi Shankara Institute of Engineering & Technology, Kalady, MG University, India.

* **B.Com – Bachelor of Commerce** from DePaul College, Angamaly, MG University, Kerala, India. (90% Marks in Accounts)
* **B.H.S.E – Board of higher Secondary Examination.**

 (Department of Higher Secondary Education Government of Kerala, India)

* **S.S.L.C – Secondary School leaving Certificate.**

 (General Education Department Government of Kerala, India

 **COMPUTER KNOWLEDGE**

* Computer Office Clerk,**Tally**, MS Office, Excel

 **PROJECTS UNDERTAKEN**

* Completed Organization Study at **CII Guardian International (A JV with Tyco Electronics, USA)**, CSEZ, Kerala, India during the month of May2007.The study mainly aimed at learning the over all functions of organizational departments with major thrust in the area of Finance.
* Completed major project at **Catholic Syrian Bank** about the topic **Non-Performing Assets.**

 **IN PLANT TRAINING**

* Completed In- Plant Training in Finance and HR at **Cochin Shipyard** **Limited**. India.

 **ACHEIVEMENTS**

* Selected as a Program Announcer in **ALL INDIA RADIO**

 **STRENGHTS**

* Go-getter.
* Highly develped Interpersonal skill & Communication skill
* Always seeks to talk initiative.
* Very Good at maintaining cordial relationship
* Posses the ability to interact with multicultural people.
* Ability to learn things quickly.

 **PERSONEL DETAILS**

 Gender : Female

 Marital Status : Married

 Religion : Christian

 Nationality : Indian

 Languages Known : English, Hindi, and Malayalam

 **DECLARATION**

I here by declare that the statment mentioned above is true to best of my knowledge and belief**.**

**Thanking You**