EMAIL: mary.374866@2freemail.com

C/o- Contact: 0505891826

M A R Y

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**Personal Summary**

A team player, with a commitment to customer service, who possesses a long track record of working in various

administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels. Fiona has a highly organized approach,

plenty of initiative and a genuine desire to contribute to the ongoing success of your Office. She has a reputation for delivering a high quality,

personal service to both junior and senior work colleagues. Apart from being immediately available, she also has a strong background in general

administration along with experience of working within a customer focused company like yours.

Right nowshe is looking for a key support role, which provides plenty of variety, and where she will have responsibility for the administrative

 processes within the Office.

**Career History**

ZION MARINE SERVICES PVT.LTD, September 1998 to September 2002

Office Administrator

* Organized the set-up of all Office meetings.
* Processed correspondence in responses to customer complaints.
* Filed and maintained accounting
* Distributed payslipson a monthly basis.
* Got holiday request forms signed off by senior managers.
* Managed customer accounts and administration.
* Took minutes during staff meetings.
* Inputted details onto databases during busy periods.

COMPU NEEDS December 2002 to October 2006

Accounts Executive and Administration

Accounting

* Bookkeeping
* Petty Cash
* Purchase orders
* Quotations according to the configuration
* Tally​
* Payment Followup

Administration

* Created PowerPoint presentations used for business development
* Created weekly and monthly reports and presentations.
* Managed the day-to-day calendar for the company’s chairman.
* Client Coordination
* Attending Service Calls
* Coordination with the staff

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APTMicro Solutions Limited December 2006 to December 2013

Accountant and Customer Relation Executive

Customer Relation

* Following standardized company procedures relating to all aspects of Office performance.
* Answering incoming calls in a professional manner.
* Maintaining suitable and sufficient office stationary levels.
* Establishing stationary requirements for the Office.
* Processing of all the payroll on a monthly basis.
* Updating databases with confidential and relevant information.
* Ensuring that all information and documentation is compliant with guidelines
* Arranging interviews and confirming interviews by email.
* Coordinating and communicating activities for the Office, including all employee events.

Accounting

* Bank reconciliations
* Bookkeeping
* Ledger
* Sales Tax returns
* Purchase orders
* Quotations
* Tender Documentations
* Tally ERP9
* Inventory Maintenance

Skemco Engineers India Pvt Ltd May 2014 to November 2017

HR Administration and Accountant Manager

Administration

* Drafted meeting agendas, executed follow-up for meetings and team conferences.
* Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
* File maintenance, paper filing
* Wrote reports and correspondence
* Procedures relating to all aspects of Office performance.
* Answering incoming calls in a professional manner.
* Updating databases with confidential and relevant information.
* Sourcing candidates C.V’s from various job boards or other media sources.
* Conducting interviews and confirming interviews by email.
* Coordinating and communicating activities for the Office, including all employee events.
* Students Counselling
* Fee Collections
* Class Coordination

Accounting

* Students Fee Accounting
* Payroll Bookkeeping
* Service Tax returns
* Quotations
* Invoicing
* Payment Followups
* Salary Calculations

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**Additional Information**

* Organised and able to deal with multiple workloads at the same time.
* Ability to deal with large quantities of financial data.
* Debtor and purchase ledger reconciliation.
* Liaising with legal departments, banks and auditors.
* Accurately and promptly processing documentation.
* Processing invoices and coordinating payments and receivables
* Keeping good relationship through communication with Debtors and Creditors
* Recording all cash activity on a daily basis.
* Preparing cash journals so that all items are recorded in the correct accounting periods.

**KEY COMPETENCIES AND SKILLS**

* Tally ERP9
* Software Accounting
* MS Office
* Power Point Administration
* Competent on Microsoft Office program.
* Comfortable working with numerical data.
* Taking prompt, decisive and corrective action to rectify any short comings.
* Able to use office equipment like copiers, fax’s, scanners, printers, computers and office software.
* Financially astute with the ability to control budgets and expenditure.
* On-boarding new client
* Inbound client handling
* Sending invoice
* Invoice follow up
* Maintaining report
* General administration

Professional

* Analyzing problems by collecting data, establish facts, and drawing valid conclusions
* Ability to spot issues and opportunities before others.
* Strong work ethic; self-starter; results orientated.
* Always challenging the status.
* Active team member with self drive and motivation.
* Possessing knowledge of all relevant software

 Personal

* Acting with the highest ethical standards, and always treating others fairly & with respect.
* A creative & innovative thinker.
* Having a practical approach to problem solving.
* Willing to be accountable, liable, & answerable for actions & decisions.
* A hands-on manager able to lead by example

**EDUCATION**

**Kerala University**

* B.COM DEGREE
* COMPUTER KNOWLEDGE
	+ Tally
	+ Software Accounting
	+ Excel, Word, Internet

**LANGUAGES**

English, Hindi, Malayalam (Read, Write and Speak) and Tamil (Speak).

**AREAS OF EXPERIENCE**

* Office administration
* Office procedures
* Tender documentation
* Accounts
* Filing
* Reception duties
* Decision making
* Raising credit notes
* Writing correspondence
* Preparing quotations and Purchase Orders
* MS Office applications
* Office management
* Inventory

**INTERESTS AND ACTIVITIES**

Travelling, Teaching

**HOBBIES**

Music, Reading, Movies

**PERSONAL PROFILE**

 Date of birth : 24/02/1975

 Sex : Female

 Religion : Latin Catholic

 Nationality : Indian

 Marital Status : Single

 Visa Status : Visit

 Driving License : 4 wheeler (Indian)

**CAREER STATEMENT**

“I feel that my greatest strengths are firstly my willingness to take responsibility for all the administrative duties within an office.

Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members,

and thirdly my desire to work with existing management teams on any ad hoc tasks.”