**RESUME**

**SINI DEVASSY** 

**W/o Antony Tomy K**

**Koodarappilly House**

**Champakkara**

**Canal Road , Maradu P.O**

**Ernakulam , Pin – 682304**

**devassy\_sini@yahoo.com**

**Mob - 8129316406**

**CAREER OBJECTIVE:**

Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible.

**ACADEMIC PROFILE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION.** | **UNIVERSITY/ BOARD.** | **NAME OF THE INSTITUTION.** | **YEAR** | **(%)**  **Grade** |
| M.com | M.G. University  Kottayam | Private study | 2014 | \_ |
| B.Com | M.G. University  Kottayam | Stella mary’s Udayamperoor | 2012 | 75% |
| Plus Two | Higher Secondary Education | Govt Boy’s HSS Tripunithura | 2009 | 80% |
| SSLC | Board Of Public Examination Kerala | Govt.VHSS Irimpanam | 2007 | 85% |

**WORK EXPERIENCE:**

* **Three year experience in Chartered Accountants Firm as office admin.**

**CA Rajesh Kumar FCA – Thripunithura 01/05/2012 to 31/05/2015**

1. Greeting visitors.
2. Handling front office and administration duties.
3. Incoming calls handling.
4. Sorting and distributing mail.
5. Handling company inquiries.
6. Maintaining records and files.
7. Schedule appointments.
8. Routine clerical and organizational tasks**.**
9. Bank Reconciliation.

* **One year experience as Office admin cum Collection executive in Perfect Hands Solutions, Kundannoor,maradu - 05/06/2017 to 09/02/2018.**

1. Follow up and collection of receipt .
2. Handling payment procedures.
3. Update receipt and payment in company software.
4. Daily Accounting entries in tally.
5. Bank Reconciliation.
6. Organising Accounts files and records.
7. Maintain Customer Relation.
8. Sorting and distributing mail.

**LANGUAGES KNOWN :**

* Read, write, speak – Malayalam , English and Hindi.

**COMPUTER SKILL:**

* Tally, MS Office
* DCA – Diploma in Computer Applications

**PERSONAL SKILLS:**

* Excellent communication skills.
* Leadership skills.
* Willingness to hard work
* Good typing skill
* Learning skill

**PERSONAL PROFILE:**

Name : **Sini Devassy**

Date of birth : 02/09/1992

Gender : Female

Marital status : Married

Husband’s Name : Antony Tomy K

Nationality : Indian

Religion & Cast : Christian (Latin)

**DECLARATION:**

I hereby declare that the above details furnished are true to the best of my knowledge and belief.

Place: chambakkara  **SINI DEVASSY**

Date: 28/04/2018