

JESLIN MARY JOSE

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CAREER OBJECTIVE

To obtain a position that will enable me to utilize my strong organizational skills, educational background to work well with people. I do the job with great sense of responsibility and always expect to make a positive contribution and prove myself an asset to the organization which employs me.

WORK EXPERIENCE

1. Best Practice Washroom Pvt.Ltd.- March 2018 onwards

Company profile: leading Company in India as hygiene consultants

Senior Admin Executive In BPW Cochin

Roles and responsibilities

- Ensure statutory compliance is processed (renewals of Shops & Establishment Registration, Rent Agreement, and annual AMC of all the assets.)
- Handled the in house HR role BPW Cochin. Managed and maintained the employee records (Recruitment process, New Joinee formalities, attendance and leave records, Training Records, Employee exit formalities-)
- Maintaining a database of all the vendors.
- Ensure the payment of electricity Bill, Water bill, Mobile bill on timely basis
- Handling issues related to repairs and replacement of any assets in the office And Co-ordinate with vendors and technicians to ensure the issue is resolved.
- Verifying the material outward register with dc and invoice and settling the payment with coordination of accounts dept
- Forward the attendance list including leave record of all the employees at the end of every month to the HR Dept.
- Supervising the general maintenance of the office including the work area, meeting rooms, washrooms and pantry and keeping office clutter free.

MIS & Reports:

- Maintain the attendance register, incoming – outgoing courier register, visitors register , vendor staff attendance register and register of candidates who walk-in for interviews .
- Maintain Register of stationary inventory and utilized.
- Records of employees not swiping the card for the day or who have forgotten it. Email has to be sent to the HR with the details of these employees.
- Overseeing and participating in the preparation, processing, indexing, sorting, recording and filing variety of records and reports

Refill Management System:

- To update RMS and Checking tracking numbers in RMS
- Get approval from accounts & stores for COF
- Preparing next day's refill due list every day for day wise refilling
- Calling outright clients to confirm the refilling and FTU clients refill products
- Preparing daily refill list for order received through mails and phone calls
- Updating installation report on daily basis with the help of operation report for next refilling date
- Checking the pending list, due to stock or Payment outstanding on daily basis
- once payment or stock comes updating in the refilling due list
- Daily Client booking, Handling Client complaints call

2. TATA Consultancy Services Ltd- Sept 2011 to Nov 2016

Company Profile: Leading systems engineering and Integration Company in India

Ministry of external affairs has engaged TCS as its service provider to execute the Passport Seva Project (PSP) setting up and operating 77 Passport Seva Kendras (PSKs) in 64 cities across India.

Admin Executive and Assistant Accounts Officer in Passport Seva Kendra, Cochin May 2016 onwards (Oct 2012 to April 2016 in Passport seva Kendra kozhikode)

Roles and responsibilities

- Responsible for all office administration related activities at PSK like housekeeping, security pantry services, inventory management, Day to day transactions, Office maintenance cross checking
- Monitor activities and performances of the vendors deployed at PSK ,Regular supervision on security & housekeeping including surprise night visits
- Ensure availability and working condition of all the consumables. E.g.: Stationary, Water, Diesel for DG, etc
- Management of Non-IT assets. , Identifying Non-IT asset requirement for the PSKs.
- Preparing Non- IT BoM , Monitoring movements of Non IT assets.
- Handled the in house HR role of Passport Seva Kendra Kozhikode and Cochin. Managed and maintained the employee records (New Joinee formalities, attendance and leave records, Training Records, Employee exit formalities
- Conducted quarterly mock drills, IT and Non IT asset audit, handled Preventive maintenance of Office assets.
- Conduct presentations regarding mock fire drill and give orientation class for new joiners and briefs to all staffs related to updated company policies and rules.
- Handled various internal and external compliance audit including MEA Audit
- Ensuring compliance to all administrative related procedures and guidelines.
- Ensures payment of all bills at PSK
- Collating daily collections in the form of cash applications from the CSEs.
- Accounting for cash collected in the Passport Seva Application.
- Generating daily collection reports and reconciliation.
- Verify for any discrepancies in the collection and close the same.
- Responsible for depositing daily collections in TCS-PSP Partner bank.
- Report to Admin Lead , Assist Admin Lead in all admin related activities.

Worked as a Citizen Service Executive in Passport Seva Project undertaken by Tata Consultancy Service Ltd from Sep 2011 to Sep 2012(Got Role Progression to Admin Executive).

Roles and responsibilities

- Document verification
- Online processing
- Data entry
- Cash collection
- Floor co-ordination
- File management
- Preparation of monthly Reports & Others.

3. ALHIND TOURS AND TRAVELS- NOVEMBER 2010 TO APRIL 2011

- 6 Months experience as an accounts assistant

Achievements

- Best CSE Award for the month September 2012
- CMC Day appreciation Award(2012-2013)
- Malayala Manorama Merit Scholarship

EDUCATIONAL QUALIFICATION

Course	Name of Institution	Board/University	% of mark	Year of Passing
M Com	St. Joseph's College, Devagiri	Calicut University	71%	2010
B Com	Govt. College, Mananthavady	Kannur University	77%	2008
Plus Two	St. Catherin's HSS,Payyampally	Board of higher secondary Education	80%	2005
SSLC	St. Thomas HS, Nadavayal	Board of Public Examination	67%	2003

COMPUTER SKILLS

- MS EXCEL
- MS Office

LANGUAGE SKILLS

- English
- Malayalam

PERSONAL SKILLS

- Hard working, Responsible and Punctual.
- Able to co-ordinate team work
- Accounting Skills
- Management ability
- Better human resources management
- Communication Skill
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- Straight forward nature.

PERSONAL INFORMATION

Name	:	Jeslin Mary Jose
Age	:	30 Years
Date of Birth	:	28/03/1988
Sex	:	Female
Father's Name	:	Jose Sebastian
Mother's Name	:	Elsy Jose
Marital Status	:	Married
Nationality	:	Indian

AUTHENTICATION

I hereby solemnly declare that all the information's given above are true and correct to the best of my knowledge and belief.

Place : Kaloor

Date :10.01.2019

JESLIN MARY JOSE

