



CURRICULUM VITAE

Tresa Lincy

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CAREER OBJECTIVE:

To make an impressive career as a human resources professional with Eight & Half years' experience in diverse administrative roles. Strong track record of strategic and operational management of employees targeted at achieving business objectives. Expertise encompasses operational services, performance management, recruitment and employee relations.

KEY SKILLS:

- Graduate in the field of Science (Chemistry) with 1years as contract base and Professional Experience in HRD, Administrative Department and Assistant Accountant etc. with 7.6year work experience.
- Exceptional ability of understanding the effects of administrative work.
- Superior in detecting.
- In depth knowledge of different procedures and practices used for quality control of product.
- Provided support to the recruitment and induction processes.
- Handled personnel records and labour relations.
- Performed job evaluations and handled benefits administration procedures.
- Assisted in reviewing and entering data from human resource documentation.
- Maintained liaison with prospective candidates.
- Arranged interview schedules and followed up on candidates' responses

TOTAL YEARS OF EXPERIENCE – 8.6 YEARS

PROFESSIONAL EXPERIENCE:

* Working in Paint Manufacturing Company –Wallmaax Paints as Administrative Officer cum Sales Coordinator (March 2017 – Till 2021)

* Worked as an HR Administrative officer in Quality Shade CO.W.L.L., BAHRAIN (June 2015 – Aug 2016)

* Worked as an Administrative Assistant in the PSN Construction Equipment Pvt. Ltd – Authorized Dealer of (TATA HITACHI CONSTRUCTION MACHINERY COMPANY LTD.) INDIA (2013-2015)

* Worked as an HR Executive at PSN Career Solutions Pvt Ltd is a Branch Division of (PSN Construction Equipment Pvt. Ltd.) (2013-2015)

* Worked as an Administrative Staff as Accounts Executive at GetitInfoservicesPvt Ltd. (2012-2013)

* Worked as an SRD-Analyst at Quality Evaluated Laboratory Organization, Spices Board (Ministry of Commerce and Industry, Government of India) (2011-2012 contract base job)

ROLES AND RESPONSIBILITIES:

WALLMAAX PAINTS (MARCH 2017 –TILL2021)

- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes

- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

QUALITY SHADE CO.W.L.L.(JUNE 2015 – AUG 2016)

Currently working as HR Administrative Officer in Quality Shade, Bahrain

- Undertake general administrative duties including:
 - General word processing.
 - Filing, copying and faxing.
 - Collation and distribution of minutes, reports and other documents.
 - Dealing with incoming and outgoing mail and general emails.
 - Ordering of equipment, materials and office supplies.
 - Minute taking for Board, team meetings and other meetings as required.
 - Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
 - Administer the petty cash system and ensure appropriate record keeping.
 - Prepare contracts for suppliers as advised.
 - Assist in matters relating to marketing and publicity for the Company.
 - Arrange meetings relating to the core operation of the Company.
 - Arrange hospitality, purchase supplies to ensure the smooth running of the organisation on a day to day and as required basis.
 - Maintain the central filing system, general database and archive.
 - Provide administrative support for matters relating to the premises and operations including security, alarms, opening, insurance and transport.
 - Maintain close links and inform the Chief Executive of all issues likely to affect the operation of Junction Arts.
 - Management and supervision of volunteers and placements as agreed.
 - Undertake such other duties and responsibilities of an equivalent nature as from time to time may be required, in consultation with the Chief Executive
 - Work and attend evening and weekend events and meetings as related to the duties of the post as agreed with the Chief Executive.
 - Work in any of the premises within Bolsover or Derbyshire occupied by the organisation on either a permanent or temporary basis. Working outside Derbyshire may occasionally be required, in consultation with the Chief Executive.

PSN Construction Equipment Pvt Ltd-(PSNCS)

(Administrative Assistant)(Year 2013-2015)

PSN Career Solutions Pvt. Ltd. is a Branch Division of (PSN Construction Equipment Pvt. Ltd.)

- Managed employee relations, staffing, payroll, benefits.
- Our Administrative Work is based on SAP & CRM Software.
- Played key role as member of Strategic Planning Team; helped create corporate vision and goals.
- Managed Human Resources Department operations.
- Delighted management and employees by redesigning job descriptions, using a “Vision for Success” statement to illustrate successful job performance.
- Improved communication and morale by coaching and counselling employees and managers on recruiting,
- Performance Management and disciplinary issues.
- Reduced company’s liability by implementing fair, progressive discipline.
- Work design & classifications.
- Organizational development.

- H.R. Planning & H.R. Policy formation
- Created and implemented system to investigate and resolve internal discrimination and harassment complaints.
- Changed employee behaviour by developing and engaging participants in formal and informal training on
- Interviewing skills, Performance reviews supervisory skill.
- Assistant with screening resumes, interviewing candidates,
- Provide clear, effective, timely and constructive feedback to management on interviewing techniques.
- Time keeping
- Providing Induction Programme.
- Conducted training for Employees.
- Work with department managers in writing and placing job vacancy ads.
- Assist with screening resumes, interviewing candidates, and assists with hiring new employees.
- Provide clear, effective, timely and constructive feedback to management on interviewing techniques and effective labour relations.
- Set up all necessary personnel files and maintains related records.
- Identified current and prospective staffing requirements, prepared and post notices and advertisements, and collected and screen applications.
- Advised job applicants on Employment requirements and on terms and conditions of employment.
- Reviewed candidate inventories and contacted potential applicants to arrange interviews and arrange transfers, redeployment and placement of personnel.
- Advised managers and employees on staffing policies and procedures.
- Notified applicants of results of selection process and prepare job offers.

- Organized and administered staff consultation and grievance procedures.

Getinfoservices Pvt Ltd

(Administrative Department- Admin & Accounts Executive)

(Year 2012 -2013)

- Prepared corporate manufacturing and marketing budget for the organization.
- Contributed the expertise as a team member of a cross-functional team for the product development and its marketing management.
- Conduct the market analysis and decide the budget for the marketing campaigns of certain brands of the company.
- Review the results of the actual cost benefit and the cost benefit analysis.
- Coordinate between the sub ordinates and the middle level management.
- Research market trends and assist in develop a new marketing plan for the financial year.
- Miscellaneous tasks.
- Prepare bank reconciliation statement and other accounting statements such as credit card statements, bank deposit statements, account reconciliation statements.
- Prepare the financial statements, bank books, ledger accounts
- Prepare and maintain the documentation related to account payables and account receivables.
- Reviewing the accounting books and correcting the discrepancies
- Maintained he data about the new hire and also tracked the details for salary calculations and HR requirements

Spices Board – (SAMPLE RECEIVING DESK)

(Year 2011- 2012 as Contract Base)

- Handled over 120 calls per day in busy hybrid inbound customer service department.
- Responsible for providing customer service support on Spice Products.
- Consistently and accurately document to databases as needed by online intimation.
- Identify and deal with as appropriate, validity of there Logo certificates provide by Spices Board for period one year.

- Able to work independently with little to no supervision and manage multiple tasks on time.
- Positive demean or and welcoming attitude at all times.
- To tackle challenging issues, analyse viable alternatives and provide innovative solutions that reside well within client's financial and time framework.

- Operating lab apparatus and analyzing chemical reactions.
- Recording the lab results as per the limit of Aflatoxin & Sudan level in a sample and comparing it with the export limit of European countries as partial and full result.
- Perform qualitative and quantitative testing using HPLC and LCMS.

- Performing chemical-related troubleshooting activities on the production unit's machines if required.
- Performing the quality control test for each batch and accepting or rejecting the slot on the basis of given standards.
- Assisting the Senior Chemical Technician in various chemical tests.
- Doing inventory management which includes order, storage and documentation of chemicals.
- Printing the reports as ordered by the seniors.
- Follow and maintain current Good Manufacturing Practices.
- Perform weight checks during batching process.
- Proper handling of various chemicals; their proper use, inventory, storage, and disposal.

COMPUTER SKILL EXPERIANCE:

- **SAP- Systems, Applications, Products.**
- **CRM - Customer relationship management.**
- **Enterprise resource planning (ERP).**
- **EDMS - Enterprise Document Management System.**
- **Microsoft Word, Excel, PowerPoint.**

CERTIFICATIONS & PROJECTS:

- Project done on "**COMPLETEANALYSIS OF RAW SALT**", Travancore -Cochin Chemical Ltd (A Kerala Government Company)
- Completed Diploma Add on programme in **Analytical Techniques Chemistry** with A+ Grade in 2009.
- Completed **Advanced Double Diploma** Add on programme in Analytical Techniques Chemistry with A+ Grade in 2010.
- Completed Computer Course from National centre for Education and Technology (NCET) with A Grade in 2011.

EDUCATIONAL QUALIFICATION:

Course	University / Board	PERCENTAGE	Year
BSc (Chemistry)	Mahatma Gandhi University (MGU)	88%	2011
HSC	Kerala Board of Higher Secondary Education	75%	2008

SSLC

Kerala State Board of Secondary Education

72%

2006

PERSONAL PROFILE:

Name Tresa Lincy
Date of Birth 20th July, 1989
Nationality Indian
Marital Status Married
Linguistic Proficiency English, Hindi and Malayalam
Hobbies Gardening and Listening to Music

Permanent Address Thottiparambil House Powathil Cross Road Ernakulum North P.O.
Ernakulum Kochi – 682018, India.

Passport No M5270055
Issue Date 09-01-2015
Expired Date 08-01-2025
Contact No 9388890972, 9567849200

Declaration:

I hereby confirm that the information given above is true to the best of my knowledge.

Place: Ernakulum

(TRESA LINCY)