



RESUME

Steny Manual

CORE COMPETENCIES

***Public Relations *Office Administration *Book Keeping *Operations *Cash Management**

Profile Summary

Enthusiastic and professional. Experienced administrative profile with training in a wide range of office administration tasks. Holding a masters in commerce and having successful record of fielding various duties and responsibilities.

Experience

➤ St. Teresa's college, EKM. Administrative Executive 2017/06 - 2019/06

Roles & Responsibilities

Software: Soft Loom

- ✓ Assisting various academic admission procedures, explaining program offerings and requirements to parents and students.
- ✓ Adheres to University policies as described, maintains various official records and registers.
- ✓ Communicates consistently and effectively with Supervisors, University Administrators, Faculty, and other concerned University Departments.
- ✓ Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- ✓ Maintains Payroll for the contract teaching staff.
- ✓ Respond to and resolve student academic issues, programs and concerns.
- ✓ Acts as cashier and assist in bank reconciliation process.
- ✓ Acting as liaison between various departments in the institution.

Achievements

- Was a core team member in NAAC inspection project mission; College Accredited with NAAC Grade A++.
- Renovate the banking transactions through exploiting the net banking facilities and thus able to cut-off 30% of bank charges.

Internship

- Apollo Tyres LTD, Kalamaserry. (2015)
- Aeon Housing LTD, Cochin. (2016)

Academic Record

- **Masters of Commerce (M.COM) :(2013-2015)**
St Teresa's college Ernakulam
Mahatma Gandhi University-Kottayam
- **Bachelor of Commerce (B.COM): (2010-2013)**
St Teresa's college Ernakulam
Mahatma Gandhi University-Kottayam

Financial Suits Expertise



Languages Known

*Malayalam *English *Hindi

Personal Data

Date of Birth: 08/10/1992

Present Location: Cochin

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