

LEEJA T THOMAS

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Objective

To attain a challenging position where I can work best of my capabilities, exploring my knowledge by implementing new methodologies, making friendly environment around me, and serving the organization in achieving excellence.

Professional Experience

ADMINISTRATIVE ASSISTANT | ICICI PRUDENTIAL | MAY 2022- MARCH 2023

- Answering phone calls, emails and responding to inquiries from clients or customers.
- Scheduling appointments and maintaining calendars for executives and managers.
- Preparing reports, presentations, and other documents.
- Managing and maintaining filing systems and databases.
- Coordinating travel arrangements and making reservations.
- Performing general office duties such as ordering supplies, maintaining inventory, and organizing files.
- Providing administrative support during meetings, conferences, and other events.
- Assisting with the recruitment and onboarding process of new employees.
- Maintaining confidentiality and discretion with sensitive information.
- Collaborating with other administrative assistants and team members to ensure effective communication and efficient workflow

Accounting Skills

- Bookkeeping and Accounting Software
- Communication Skills
- Organizational Skills
- Problem-Solving Skills
- Business Acumen
- Taxation
- Financial Reporting
- Auditing
- Cost Accounting

- Strategic Planning
- Risk Management

Computer Skills

- Tally ERP9
- MS Excel
- MS Word
- MS PowerPoint
- MS Access
- DTP(Page Maker,Photoshop, Coreldraw)
- System Engineering VB/VB.NET

Education

BACHELOR OF COMMERCE (Co-operation) | APRIL 2022

Mahatma Gandhi University

PLUS TWO | MARCH 2017

Government of Kerala Board of Higher Secondary Examination

SSLC | MARCH 2015

Government of Kerala Board Secondary School Leaving Certificate

Professional Certifications

- Diploma in computer application
Certificate ID - B17P08G001
- Computer Teachers Training Course
Certificate ID - B18P08B002

Personal Details

Father's name	:	Thomas John
Date of Birth	:	11/03/1999
Nationality	:	Indian
Marital Status	:	Single

Residential Address : Thayyil House, Mangaram Konni PO
Pathanamthitta, Kerala, India-689691

Declaration

I solemnly declare that the above-mentioned details are true to the best of my knowledge and belief.