



DHANYA RAJESH

Experienced Administrator

- Twelve-years of experience as Administrator for The Hycount Moulders Pvt Ltd . (2011 to till date)
- Two years of experience as customer care officer for Idea Cammunication .(2007 to 2009)
- Two years of experience as Administrator for Surya Associates .(Auto Finance) (2005 to 2007) .

CONTACT

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PERSONAL INFORMATION

Age & Date Of Birth:37 Years,29/05/1985
Aadhaar Number: 8986 6499 0507
Nationality: Indian
Gender: Female
Relationship status: Married

EDUCATION

- SSLC-St.Franci's HSS , Aluva 2000
- Plus Two - Govt.GHSS Aluva (2002)
- B.A Economics-St.Xavier's College For Women. Aluva (2005)

LANGUAGES

Malayalam, English

HOBBIES

Travelling, Listing Music

STRENGTH

- Believer of team work
- Free to everyone
- Hard working
- Better communication skills
- Confident
- Genuine

SKILLS

- Possess excellent communication and interpersonal skills with proven abilities in accepting challenges.
- Good in coordinating business requirements of the organization.
- Maintain Administrative Support for the organization.

COMPUTER KNOWLEDGE

- Basics and Fundamentals
- MS Office
- SAP Business One

WORK EXPERIENCE

- Preparation of MIS Report related to income, expenses, stock, payables, receivables, collections and monthly reports etc....,
- Preparation of sales orders,purchase entry,credit notes,debit notes &journal entry with GST
- Generating e-invoice against sales invoice,credit notes &debit notes
- SAP business one module maintain support for sales, purchasing inventory, production, service and project management to provide visibility to business.
- Keep records and report up to date.
- Organize and schedule meetings and events.
- Supervise other staff and delegate responsibilities.
- Preparation of data in I CARE & ISMS

DECLARATION: -

I Dhanya Rajesh hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Dhanya Rajesh