

# Dewny Thomas

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A motivated administrative professional seeking a position in a challenging environment with over 6 years experience of successfully providing administrative and secretarial support to the operational department .Proficient in computer applications with well developed communication and customer service skills.A pro-active problem solver who gets the job done and proven track record in secretarial and general office operations .

## EXPERIENCE

### 1. Audit Assistant

Oct 2022 – June 2023

### 2.Audit Assistant

Jun 2018 - Feb 2022

Cochin University of Science and Technology(CUSAT), Ernakulam

Auditing Contigent Bills and Simple Receipt Bills of Departments ,Examination Wing Engineering ,Directorate of Admissions Departments and office of International Relations Bills include Examination Remuneration(valuation , question paper setting and conduct of examinations ) ,Travelling Allowances,Salary and Allowances of Daily wage staff,IT TDS of Teaching ,NonTeaching staff and Firms

### Kinder Garten Teacher

Jun 2017 - Mar 2018

Viswajyothi CMI Public School, Angamaly

### HR and Administration Assistant

May 2009 - Sep 2010

Isaacs Info Solutions , Aluva Study Center of Sikkim Manipal University of Health Medical Technological Science , Aluva

Admission related activities ,fee collection ,maintaining attendance book ,auditing salary bills of Staff

### SENIOR OFFICER-EDUCATION & TRAINING

Jan 2007 - Oct 2008

Manvish Info Solutions Pvt Ltd (Authorized Channel Partner of Tally India Ltd) , Aluva Admission related activities ,fee collection ,maintaining attendance book ,auditing salary bills of Staff,recruiting Tally certified candidates as per the requirements of Firms ,Conducting Tally refreshment training programmes for Staff and Students

### Faculty in Bioinformatics

Jan 2005 - Jul 2005

Isaacs Info Solutions , Aluva Study Center of Sikkim Manipal University of Health Medical Technological Science , Aluva

Faculty in Bioinformatics

## **EDUCATION**

**Master of Business Administration (M.B.A.) - Banking Services** Aug 2005 - Jul 2008  
*Isaacs Info Solutions , Aluva Study Center of Sikkim Manipal University of Health Medical Technological Science , Aluva*

**Master of Science (M.S.) - Bioinformatics** Nov 2002 - Apr 2004  
*Bharathidasan University, Dhanalakshmi Srinivasan College Of Arts and Science Perambalur, Perambalur, Trichy*

**Bachelor's Degree - Physics** Apr 1999 - Apr 2002  
*Mahatma Gandhi University, Union Christian College Aluva , Aluva*

## **SKILLS**

MS Office , Tally, Time Management, Team Work, Work Ethic

## **LICENSES & CERTIFICATIONS**

**Diploma in Computer Applications** 2014  
*The Kerala State Women's Electronics Industrial Co -Operative Federation Ltd - ID No.B13E13P001*