

CURRICUM VITAE

Lucia Nicil P.J
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Objective:

Seeking a position in professional and dynamic organization to utilize and upgrade my knowledge contributing for the growth of the organization and as well as my career.

Marital Status : Married

Personal Strength : Good Communication skills Flexible, Positive Attitude

Summary of Experience:

- 3 years in purchase department
- 2 years as a Service coordinator and office Administration
- 2 years as an Accountant
- 1 and half Years as a Front Office Cum Admin Executive
- 6 Months Worked as Customer Support Executive
- Now working as Finance Executive

Experience :

- Zenicon Infoway Pvt Ltd, Ravipuram
Purchase Department
Looking for purchase all hardware items for sales requirement and manage inventory
- Bajaj Electricals Pvt Ltd , Kalamassery,
Service Coordinator and Office Administration
Recording all service calls and allocate calls to service technicians and close the complaints in CRM. And manage all office day to day requirements and Looking for all damaged items replacement with head office.
- Haijin Trade India Pvt Ltd (Vivo Smart Phone),
Kacheripady
Managing day to day office requirements and Hotel bookings and travel arrangements for all Departments for trainings and meetings
Update travelling data of Chinese heads .
- Bacer Enterprises India Pvt Ltd(Amstrad), Palarivattom
Recording customer complaints and reporting to the managing heads and uploading reports of damaged and replacement stock to the head office site.

- Novomint Enterprises (Detpak Packaging), Pathadippalam
Invoice generation, Purchase entries, Credit Notes, Debit Notes, Customer ledger balance maintaining, Vender ledger balance maintaining, Inventory management, Customer and vendor payment follow up Bank Reconciliation, E –Way Bill Generation, Co-ordinate with tax consultant for GST filing.

Educational Qualification :

- Diploma in Corporate Accounting-Indo-US IT Education
- B Com Computer Application (MG University)
- Diploma in Computer Application (IT Campus)
- Higher Secondary
- SSLC

Computer Skills :

- MS Excel, Word ,PowerPoint
- Tally Prime
- Zoho Books , Zoho Drive
- Email

Languages : English, Malayalam

Activities & Interests :

Gaming, Listening Music, Driving, Travelling ,Etc....

Declaration:

I hereby declare that all the above information's are true and correct in behalf of my knowledge and belief.

Place: Edakochi

Lucia Nicil PJ

Date: