

RESUME



SHINY VINCENT

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CAREER OBJECTIVE

To work in learning and challenging environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

PROFESSIONAL SKILLS

- ♣ Organized, Punctual & multitasking
- ♣ Critical thinking and problem-solving
- ♣ Teamwork and collaboration.
- ♣ Professionalism and strong work ethic.
- ♣ Leadership.

TECHNICAL SKILLS

- ♣ MS Office, Word, Excel & Power Point, Email-Outlook

ACADEMIC QUALIFICATIONS

- ♣ Bachelor of Arts in Political Science from Dr. C.V. Raman University.

WORK EXPERIENCES

- ❖ **WORKZON BUSINESS CENTRE. (16-Feb-2022 to 15-Dec-2023 = 1 Year 10 Months)**
(Front Desk Manager and Admin. Support)
 - a) Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
 - b) Directs visitors by maintaining employee and department directories; giving instructions.
 - c) Maintains safe and clean reception area by complying with procedures, rules, and regulations.
 - d) Receive and dispatch letters, packages etc. and distribute them to the appropriate person.
 - e) Prepare outgoing mail by drafting correspondence, securing parcels etc.
 - f) Check, sort and forward emails.
 - g) Calendar management, schedule meetings and appointments.
 - h) Monitor office supplies and place order when necessary.
 - i) Updating records of office expenses and costs.
 - j) Housekeeping Management – Training, scheduling shifts and job responsibilities.

- k) Check and monitor all the reports and activities of Pune office and guide the receptionist appropriately.
- l) Preparing monthly administration report.
- m) Interviewing, sending and verifying documents and background checks from a new joiner's previous employer.
- n) Preparing letters- Invitation letter, Offer letter, Experience letter, Acknowledgement letter.
- o) Petty cash management.

❖ **RISHAB TRADING COMPANY. (01-Jan-2021 to 30-Jun-2021 = 6 Months)**

(Front Office Executive And Admin Assistant)

- a) Support senior managers and executives with daily clerical tasks.
- b) Plan meetings and Schedule appointments.
- c) Answer phone calls, provide information to callers or connect callers to appropriate person.
- d) Make travel arrangements and reservations for senior managers.
- e) Compose and type regular correspondence, like invitations and informative material.
- f) Develop and maintain a filing system.

❖ **EXECUTIVE SHIP MANAGEMENT PVT/PTE LTD. (25-Apr-2014 to 17-Jan-2019 = 4 Years 9 Months)**

(Front Office Assistant)

- a) Greeting visitors, seafarers and also ask them to enter their purpose and contact details on visitor log book.
- b) Attending all the incoming calls, making outgoing calls and transferring the calls to the appropriate department.
- c) Typing, compiling and preparing letters for seafarers (Sea time/Goc/Gmdss/ Oil-Chemical-Gas DCE Letters /Employment and Bank latter)
- d) Making in and out entries of original documents of seafarers in the document register and in system on daily basis. (Passport, CDC, GOC, DCE, etc.)
- e) Preparing mail packets and sending to the respective branch offices and others.
- f) Order needful stationary items in limited quantity.
- g) All vendors' bills scanned and upload in system and enter details of the expense.
- h) Handling & maintaining stocks of seafarers clothing materials.
- i) Keeping MFA box & checking expiry of medicines from time to time.
- j) Updating notice board on month end.

(Assistant Executive HR (Seafarers)

- a) Planning officers on allotted vessels and ensure on time relief according to their signed contract.
- b) Track and follow up expenses (Visa, travel, accommodation etc.) and processing invoices.
- c) Arrange travel arrangements and accommodation for joining, sign- off, seminar and training.
- d) Scheduling Web as well as face-to-face interviews / training.
- e) Preparing checklist, offer latter, consent latter and follow ups of joining.
- f) Preparing and arranging materials for meeting, training and seminars.
- g) Managing the input of required information in phoenix software for maintaining records and database.
- h) Regular performance monitoring and evaluations.

- i) Maintaining accurate personnel file records and database.
- j) Enhanced Safety Training/vessel-specific.
- k) Cadet and Officer Training Development.

❖ **K.S.K ACADEMY SR.SEC SCHOOL - (01-Apr-2005 to 30-Apr-2012 = 07 Years 1 Month)**

(Receptionist / Admission Counselor – 02 years)

- a) Greeting and welcoming guests and providing them with a positive first impression of the organization.
- b) Directing guests and answering their questions.
- c) Notifying other workers of visitor arrival.
- d) Maintaining security and telecommunications systems.
- e) Keeping office secure by following procedures, monitoring logbooks, and issuing visitor badges.
- f) Complying with procedures, rules, and regulations on keeping a safe and clean reception area.
- g) Documenting and communicating various actions, irregularities, and continuing needs.
- h) Contributing to the team by accomplishing tasks as needed.
- i) Answering the telephone; taking and relaying messages; providing information to callers.
- j) Providing administrative and clerical support.
- k) Preparing letters and documents.
- l) Receiving and sorting mail and packages.
- m) Ordering office supplies
- n) Managing digital and hard-copy filing systems.

(Assistant Accountant –05 years 1 Month)

- a) Preparing financial documents such as invoices, bills inter-office memo & accounts payable and receivable.
- b) Completing financial reports on regular basic and providing information to the financial team.
- c) Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, salary and statements.
- d) Co-coordinating internal and external audits.
- e) Verifying bank deposits, (Cheque, draft or cash)
- f) Managing day to day transactions.
- g) Taking admissions and collecting monthly fees.
- h) Collecting fee and giving a list of fee defaulters on month end.
- i) Making daily summary and monthly balance sheets.
- j) Preparing & distributing of Transfer Certificate Character Certificate and Provisional Certificates.
- k) Keeping records of teachers, students and other staffs.

❖ **LUXOR- PARKER – (01-Sept-2003 to 31-Mar-2005 = 1 Year 7 Months)**

(Production Unit In-charge & Dispatcher)

- a) Supervised staff in all training operations, including daily assignments, maintenance and lean manufacturing.
- b) Responsible for the quality of all incoming resources and outgoing production for production shifts.
- c) Overseeing individual workers to guarantee that work is being completed as efficiently as possible.
- d) Supervised full-time employees for aseptic filling and packaging lines.

- e) Manufactured products by supervising staff and organizing and monitoring workflow inspected products and equipment.
- f) Create schedules, encourage safe work habits, and evaluate company tasks.

❖ **DEVSON' S HOMEAPPLIANCES – (02-Sept-2002 to 30-Aug-2003 = 1 Year)**
(Receptionist & Data Entry Operator)

- a) Input handwritten customer order and cash, credit and cheque payments into system.
- b) Enter customer orders, vendor receipts and invoices into office system.
- c) Compile statistical reports on payment orders, and outstanding invoices.
- d) Drafted invoices for vendors and past-due letters for customers.
- e) Transcribe phone messages for owner and manage email communication.
- f) Confidentially handled business tax information, legal documents, and customer information.
- g) Updated records for customers and employee on a daily basis.
- h) Scan documents and print files, when needed.

PERSONAL DETAILS

Nationality : Indian
Language Known: Hindi, English, Malayalam, Punjabi
Marital Status : Single
Gender : Female
Date of Birth : 29th May 1986

DECLARATION: -

I 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.

DATE:

PLACE:

(SHINY VINCENT)