\*\*\*\*\*\*\*\*\*\*\* **Jayanthi TV**\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- |
| Candidate Current Location | Bangalore |
| Availability to Interview | Any Week Days |
| Date Available to Start | Immediate |
| If previous Intel experience, please provide: |  |
| - Previous WWID if known |  |
| - Previous sponsor names if known |  |
| - Dates employed |  |
| - Engagement type (CW or FTE) |  |
| - Name used when employed at Intel |  |
| Please explain why you feel this candidate is best fit for this position / provide any additional comments | She has good experience in handling all admin activities whatever mentioned in the JD |

**Jayanthi TV**

**+91- 8095537838**

[**jayanthinagendra@gmail.com**](mailto:jayanthinagendra@gmail.com)

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**Objective:**

To achieve a career wherein I can use my Knowledge and to obtain a position where I can maximize my Skills, Growth and Support the Organization to achieve my and its goal.

**PROFESSIONAL EXPERIENCE:**

**# PROVAB TECHNOSOFT Pvt. Ltd. (**June 2012 to March 2014**)**

**Designation: Office Admin**

Employee Span: 200

Reporting to: CEO & HR Head

I have good exposure in the areas of Reception, Office administration, Salary Negotiation, Compensation & Benefits, Joining & Exit formalities.

* Cash handling
* Handling incoming / outgoing calls, printing, photocopying, filing and scanning.
* Meeting and greeting clients and visitors to the Office.
* Monitoring housekeeping, In charge of stationary, housekeeping Issuesand security.
* Organizing business travel and accommodation for employees.
* Monitoring Office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence, late coming and on-duty records of staff.
* Responsible for purchase orders.
* Raising of purchase orders and invoice tracking.
* Day-to-Day Admin Activities.
* Ensuring the Reception is well presented
* Maintaining the inbound and outbound courier record.
* Handling Mails
* Handing over cheques
* Making vouchers
* Entering cheque and cash receipt details
* Maintaining cash and bank register
* Employees ID Card Preparation
* Salary calculation
* Reporting Monthly employees records
* Greeting and assisting guests
* Maintaining attendance register
* Maintaining Courier inward and outward register
* Goods inward and outward register
* Handling over the calls.
* Interaction with Management and Employee
* Feed Back with customer
* Enquiry and mailing
* Maintaining Cal Register
* Petty Cash Maintenance
* Data update in excel

**DASHA ESTATES INDIA PVT LTD (March 2010 to Apr 2012)**

Designation: Reception cum account incharge

Employee span: 10

Reporting to: CEO

* Handing over cheques.
* Making vouchers
* Entering cheque and cash receipt details
* Maintaining cash and bank register
* Cash handling
* Bank channel filling
* Co ordinate with accountant/CA
* Maintaing accounts books
* Maintaining attendance register
* Maintaining Courier inward and outward register
* Goods inward and outward register
* Handling over the calls
* Interaction with Management and Employee
* Feed Back with customer
* Enquiry and mailing
* Maintaining Cal Register
* Petty Cash Maintenance
* Anwering incoming and outgoing calls
* Entering plot numbers

**HONDA SILE POWER PRODUCTS LTD (June 2008 to Feb 2010)**

Designation: C&F and receptionist

Employee span: 22

Reporting to: CEO and Manager

* Handing over cheque / DDs to concerned Bank personnel
* Preparing Deposit Advice(DA)
* Making vouchers
* Maintaining stock Ledger books
* Entering cheque and cash receipt details
* Maintaining cash and bank register
* Travels incharging
* Maintaining accounts books
* Material Receiving
* Physical counting & checking – stock tallying with ERP
* Verification of frame numbers and recording the same in stock register as well as
* computer
* rder Booking and Billing
* Entering order in excel format
* Sending DA & Order to Head Office(HO) daily for billing through e – mail
* Despatcher the material and invoice to the concerned transporter and thereby
* ensuring speedy dispatch
* Updating the dispatch details in sales and stock registers
* Updating the frame numbers and LR numbers
* Stock Maintanance
* Co-ordination with transporters, depots, branches and HO for timely stock
* Godown maintenance
* Maintaining dispatch register
* Co-ordination with Area Office
* Interaction with Management and Employee
* Attendance preparation
* Maintaining attendance register
* Anwering incoming and outgoing calls
* Maintaining Courier inward and outward register
* Goods inward and outward register
* Handling over the calls
* Feed Back with customer
* Enquiry and mailing
* Maintaining Cal Register
* Petty Cash Maintenance
* Data update in excel
* Reporting to HR/Management

**Computer Knowledge:**

MsWord, Excel, PowerPoint, Internet, Browsing, Email

**PERSONAL PROFILE**

Date of Birth : 02-10-1989

Qualification : B.Com

Marital Status : Single

Languages : English, Kannada, Hindi and Tamil

Hobbies : Reading Novels, Magazines, Story Books etc.

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place: Bangalore (BTM layout)

Date: Jayanthi T V