

# Unice Jecinth

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## EDUCATION

### SATHYABAMA UNIVERSITY

MASTER OF BUSINESS

ADMINISTRATION

2022 - 2024 | Chennai, India

### AVICHI COLLEGE

B.COM - ACCOUNTING AND FINANCE

2018 - 2021 | Chennai, India

CGPA: 8.065 / 10.0

### CHRIST SCHOOL

GRADE XII

2017 - 2018 | Chennai, India

Percentage: 79.08

GRADE X

2015 - 2016 | Chennai, India

Percentage: 76.6

## LINKS

LinkedIn:// **Unice Jecinth**

## TECHNICAL

## QUALIFICATION

### WINNER COMPUTER TRAINING CENTRE

POST GRADUATE DIPLOMA IN

COMPUTER APPLICATION - PGDCA

2021 - 2022 | Chennai, India

Percentage: 80

## SKILLS

### PERSONAL SKILLS

Collaboration skills

Organizing and Prioritizing

Flexibility

Computer Proficiency skills

Effective decision making

### HARD SKILLS

Tally ERP 9

MS Office

CorelDRAW X4

Adobe Page maker 7.0

Adobe Photoshop CS

## EXPERIENCE

### ICSR, INDIAN INSTITUTE OF TECHNOLOGY MADRAS | PROJECT TRAINEE

Dec 2021 - May 2022 | Chennai, India

- Served as a Project Trainee at the Centre for Industrial Consultancy and Sponsored Research (ICSR) at IIT Madras, Specializing in the Purchase Section for a 6-month Period.

#### Key Accomplishments:

- Successfully Created and amended 500+ purchase orders.
- Verified supporting documents to process payments with a 99 percentage accuracy rate.
- Processed vendor payments for import and export purchases on time.
- Handled LC opening and amendment with 100 Percentage Success rate.
- Prepared 5 Percentage concessionary GST certificates for vendors to ensure compliance with tax regulations.
- Prepared 650+ Insurance certificates for all research-related imports of IIT Madras.
- Addressed and resolved 99 Percentage of vendor payment queries in a timely manner.
- Conducted thorough review and file closure procedures to maintain organized records and facilitate future reference.

### ICSR, INDIAN INSTITUTE OF TECHNOLOGY MADRAS | JUNIOR EXECUTIVE INTERN

May 2019 - Aug 2019 | Chennai, India

- Demonstrated exceptional Organizational skills as a Junior Executive Intern in the Centre for Industrial Consultancy and Sponsored Research (ICSR) at IIT Madras, where I spent 45 Days in the finance and accounts department. Successfully booked commitment bills for various projects and accurately recorded transactions using basic excel, showcasing my proficiency in data management.

## ACTIVITIES

Participated in the Student Leadership Program by Indian Development Foundation and received mentorship training to contribute towards building a strong and responsible civil society.

Contributed to the social cause of environmental conservation through participation in the Mega Seed Ball Campaign organized by VJ events and live events in 2019.

Presented a Paper on the theme of "Quality enhancement and Sustenance" at the National Seminar organized by GSS Jain college in 2019.

## PERSONAL DETAILS

Address : No.69, Padmavathi nagar, Iyyapanthangal, Chennai - 56

Languages Known: Tamil and English

Hobbies : Crafting and Listening Music