



Jensy Sebastain

ADMIN ASSISTANT/ OFFICE ASSISTANT/ ACCOUNTANT/ DAT ENTRY OPERATOR

PROFILE

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

PERSONAL DETAILS


Address


Unicare Building , Opp. NMC Royal Hospital Clock Tower Sharjah UAE

Marital status

MARRIED

CONTACT

 jensyjms347@gmail.com

 00971568400749

WORK EXPERIENCE

- Office Assistant & Accountant**
AL JARAS AL THAHABI TECH CONT. & AL JARAS AL THAHABI OFFICEEQUIPMENTS TR 03/2020-01/2021
 - Answer phones and transfer to the appropriate staff member
 - Monitor incoming emails and answer or forward as required.
 - Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research
 - Update and maintain internal staff contact lists.
 - Co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards.
- Office Assistant & Secretary**
LORANCE JOSEPH TECH CONT 01/2018 -01/2020
 - Answer phones and transfer to the appropriate staff member
 - Monitor incoming emails and answer or forward as required.
 - Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research
 - Update and maintain internal staff contact lists.
 - Co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards.
- SALES COORDINATOR & CASHIER**
V R GLOBAL INDUSTRIES UMM AL QUWAIN 02/2017-12/2017
 - Respond to complaints from customers and give after-sales support when requested.
 - Store and sort financial and non-financial data in electronic form and present reports.
 - Handle the processing of all orders with accuracy and timeliness
 - Greet customers when entering or leaving establishment
 - Keep reports of transactions
 - Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- ADMIN ASISTANT & SECRETARY**
AL RAWIYA GENERAL MAINT CONT AJMAN 09/2016-01/2017
 - Handle administrative requests and queries from senior managers.
 - Organizing and scheduling appointments with admin software
 - Monitoring and replenishing office consumables on a regular and systematic basis.
 - Organize and schedule appointments.
 - Plan meetings and take detailed minutes.
 - Write and distribute email, correspondence memos, letters, faxes and forms.
 - Update and maintain office policies and procedures
 - Maintain contact lists.
- DATA ENTRY SUPERVISOR**
SWATHI HI TECH PRIVATE LTD. TRIVANDRUM 01/2011-01/2012
 - Manage all data entry employees. This includes planning and assigning work to each employee, and handling personnel review and disciplinary actions, including suspension and termination of employees.
 - Assists in preparing and monitoring the departmental budget.
 - Coordinates with other departments in other related matters.
 - Provides leadership and guidance for all data entry staff.
 - Attend organizational meetings and represent the data entry department in committees and initiatives.

EDUCATION

- Bachelor Of Computer Application**
IGNOU, NEW DELHI 06/2008-06/2011
- PLUS TWO**
GOVT. HSS WEST KOLLAM 06/2004-06/2006
- SSLC**
ST. JOSEPH'S HS SAKTHIKULANGARA 06/2003-03/2004


TECHNICAL SKILLS

MS OFFICE ACCOUNTING DATA ENTRY


LANGUAGES KNOWN

ENGLISH, HINDI ,TAMIL, MALAYALAM

PASSPORT DETAILS

- Passport Number : K4367191
-  Date of Issue & Exp : 19/06/2012 18/06/2022
- Visa Status : Husband Visa

DECLARATION

-  I hereby declare that all the above-mentioned statements are true to the best of my knowledge and belief.

JENSY SEBASTIAN