

JINCY ROY

Email : royjincy246@gmail.com

Phone : + 971 545935957... +918547452009

Location: Dubai ,UAE



Career Objective

To obtain a creative and challenging position in an organization that gives me an opportunity for self improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills.

Work Experience

● Admission Officer

Stella Maris College Ramamangalam , Kerala, India

Jan 2021- oct 2021

- Accepting and filtering students' applications.
- Organising and filing of recruitment documentation.
- Processing student registration and payments.
- Communicate with applicants about their application status ,including acceptance /rejection.
- Attending of phone calls and queries
- Other duties as assigned

● Receptionist

Europe Study Center Ernakulam, Kerala, India

Jan 2020 - Dec 2020

- Handling queries and complaints via phone , email and general correspondence. Transferring calls as necessary.
- Greet, communicate with and welcome guests.
- Monitor office supplies.
- Taking and ensuring messages are passed to the appropriate staff member on a timely basis.
- Receive letters, packages and send them to the appropriate destination.
- Check ,sort and forward emails
- Monitor and update records and files.

● Accountant

Bright public School Valakom, Kerala, India

New bright Public School Kolenchery, Kerala, India

Jan 2019 - Dec 2019

- Organising and managing finance.
- Monitor income and expenditure in relation to the school's budget.
- keep all school accounts.
- Assist in the preparation of annual audit, liaising with all parties involved.
- Maintain and oversee all bank accounts.
- Be responsible for all elements of cash handling including collections and disbursements.
- Maintain and manage school records in an organized manner.
- Answer and respond to student inquiries regarding their attendance , fees and academics.
- Receive and screens application, vouchers and other forms for accuracy of content and compliance with procedural and regulatory requirements.

Education Details

M Com Finance From BPS College Piramadam (2016- 2018)

Mahatma Gandhi University ,Kerala, India

B Com Computer Application From Bps College Piramadam (2013-2016)

Mahatma Gandhi University ,Kerala, India

Plus Two From GHSS Pampakuda (2011-2013)

Kerala board ,India

SSLC from MTM HSS Pampakuda (2011)

Kerala board , India

Technical Skills

Good knowledge of Microsoft office word, Microsoft office Excel, Microsoft office PowerPoint .

Projects

- ➔ A Study About The Effectiveness Of Performance Appraisal System In Dentcare Dental

Lab Pvt Ltd Muvattupuzha.

- A Study Focused On Standard Of Living Of People And Women Empowerment Through The Projects Of Kudumbasree In Palakuzha Panchayath.

Achievements

- Secured Rajya puraskar award in scout and Guide.
→ Secured National Service schemes certificate.

Interests/Hobbies

Listening Music, cycling, watching movies and cooking .

Personal Details

DOB	:	19/10/1995
Marital Status	:	Married
Languages Known	:	Malayalam, English,Hindi
Nationality	:	Indian
Passport Number	:	T6846473
Husband	:	Manu Aliyas

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date:

Place: India

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