

GIFTY DAVIS



About Me

To acquire a challenging position where I can put optimum use of my knowledge, skill & creativity, where I can initiate ideas among team members thereby work together as a family, towards the growth and development of the organization.



Capabilities

Quick at learning new concepts and technologies and putting them to use.

Displaying initiative and independence and can work on own or as part of a team.

Good communication and interpersonal skills

Setting higher standards of performance

Meticulous and hard working

Ability to adapt to challenges and changing environment



Professional Experience

2023

ADMINISTRATION MANAGER

Coiners Engineering - December 2021 - January 2023

- Plan, coordinate and manage all administrative procedures and systems .
- Allocate responsibilities and office space.
- Assess staff performance
- Provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company.
- Dealing customers as well
- Assist management team to improvise our services.
- Prepare invoices and enter transactions in Tally efficiently..

2015

DATA ENTRY OFFICER

Abudhabi Commercial Bank - January 2015-July 2015

- In a central database, update consumer data within the timeframe.
- Compiling and verifying the accuracy of the information in order to prepare the data, before incorporating it into the database.
- Collect and correct any additional data on the inaccessible documents.
- Conducted training on process changes at the peer level and juniors.
- Until upgrading the database, routine quality evaluation of the data and processes was carried out.



Contact



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Kavilkadavu
Kodungallur
Thrissur - 680664



Education

MBA (Finance & Marketing) 2011

Mahatma Gandhi University

BCom (Computer Application) 2009

Calicut University

Soft Skills

SAP ERP & Accounting

Tally (Version 6.2 ,7.3 ,ERP 9+GST)

Microsoft Office



Languages

English



Malayalam



Hindi



Tamil



2014 INTERNAL AUDITOR

Hedge Equities Ltd - October 2012- April 2014

- Develop working papers that demonstrate the quality of all audit work.
- Each assigned audit was supervised, organised and facilitated.
- Coordinated the annual audit of the financial statements with external auditors.
- Strong working relationships with operational and financial management in all levels.
- Conduct an analytical review of audit articles .
- Diagnose issues regarding accounting and auditing and conduct research to address audit related problems.
- Provide recommendations for improved controls and increased business performance

2012 ACCOUNTANT & AUDIT TRAINEE

Manikandan & Associates- March 2012- September -2012

- Assist in-charge in obtaining all necessary legal docs for accounting & audit.
- Prepare the report for final accounts & audit.
- Implementing the audit based on the protocols.
- Experienced in individual tax returns and corporate audits.
- Strong commitment and honesty in financial ethics.
- Excels in discovering fraudulent returns.
- Has excellent leadership skills and interacts effectively with customers.
- Outstanding performer in bookkeeping and account reconciliation.

Personal Information

Nationality : Indian

Marital Status : Married

Gender : Female

Date of Birth : 04-11-1988



Passport Details

Passport No : C014690

Date of Issue : 12-07-2024

Date of Expiry : 11-07-2034

Place of Issue : Cochin



Visa Details

Visa Status. : Visit Visa

Valid From : 01-10-2024

Valid To. : 29-11-2024



Credentials

- Organizational Study Conducted at Kerala Feeds Ltd, Kerala.
- Research study done at Kerala Feeds Ltd, Kerala.
- Project done at Meat Productions of India Ltd, Kerala.