



JINU JOY

HUMAN RESOURCES PROFESSIONAL

CONTACT

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jinunjoy2014@gmail.com

DIP 2, EWAN RESIDENCE

SKILLS

- Coordinating
- Microsoft Excel, Word, PPT
- Data Entry
- Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Filing
- Office Management
- Integration
- Teaching
- Record Keeping
- Spread Sheets
- Financial Data
- Problem Solver

LANGUAGES

- English
- Tamil
- Hindi
- Malayalam

ABOUT ME

Responsible student with strong academic record and organisational skills, ready to take on new challenges. Approaches tasks with methodical and problem-solving mindset. Adaptable and organised administrative professional with background in office management, event coordination and diary scheduling. Knowledgeable and hardworking communicator with up-to-date knowledge of relevant safety and data security regulations. Learns quickly and works hard to keep operations running smoothly.

WORK EXPERIENCE

Veda Topper International

Office Administrator

SEP 2020 - JAN 2024

- Answered high-volume daily telephone and email enquiries, minimising correspondence backlogs.
- Managed database to maintain updated records and accuracy.
- Processed invoices and financial data with strong eye for detail.
- Worked to facilitate positive, productive working environments through reliable administrative support.
- Accurately executed secretarial tasks, maintaining smooth administrative operations.
- Registered visitors, guests and contractors upon arrival, providing access passes.
- Produced and distributed monthly reports using Excel knowledge, enabling improved business analysis.
- Managed schedules for C-level executives, coordinating daily meetings and travel arrangements.
- Worked with HR to maintain accurate and confidential employee records, enforcing compliance with regulatory standards.
- Scheduled meeting spaces and catering for board meetings, client consultations and contract negotiations.
- Utilized Microsoft Excel to manage spreadsheets and deliver specialized reports on company metrics.
- Coordinated office workflow and implemented improvements to drive efficiency and productivity.
- Organised filing systems and maintained records and documentation in alignment with company policies and data security protocols.

Holy Grace Academy of Management Studies

Course Coordinator

SEP 2019 - FEB 2020

- Conducted workshops and conferences to train teachers in new programmes and teaching methods.
- Developed professional network with researchers, government agencies and education professionals.

PERSONAL DETAILS

- Date of Birth
21/10/1995
- Nationality
Indian
- Visa Status
Visiting Visa
- Passport Number
Y7292591
- Marital Status
Married

REFERENCE

SATISH KUMAR
Veda Topper International
☎ +91 9048549897
✉ satishmenonpsc@gmail.com

- Scheduled and managed face-to-face, phone and 1-1 student enquiries.
- Observed teaching techniques in classroom setting and evaluated teacher performance.
- Organized school attendance at educational events and conferences to connect with potential students.

Lords Group of Institutions

Accountant JULY 2018 - JULY 2019

- Created quarterly and yearly balance sheets to track financial trends and performance.
- Reconciled accounts from income and expense data to net worth and assets.
- Analysed monthly reporting to reconcile production operations and general ledger.
- Updated journal entries and accounts on accrual basis with Xero software.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Assisted in the preparations of financial statements and budgets.
- Analyze, examine, interpret 200+ records per month.

Vellanikaran Jewellery

Billing & Packing APR 2018 - JULY 2018

- Highlight a strong understanding of billing systems and software.
- Mention experience of auditing invoices and accounts.
- Showcase excellent customer service and communication skills.
- Demonstrate ability to work autonomously and under pressure.

EDUCATION

BHARATHIAR UNIVERSITY

Master of Business Administration in Human Resources
2022 - 2023

G-TEC

Diploma in Indian and Foreign Accounting
2018 - 2019

THARANANELLUR ARTS & SCIENCE COLLEGE

Bachelor of Computer Application
2015 - 2018

NATIONAL SKILL DEVELOPMENT CO-OPERATION

Domestic Data Entry
2014

DECLARATION

I hereby declare that the details given above are true to my knowledge.