



Sophy Linto Joseph

Warehouse Assistant

Seasoned professional with 2+ years of experience in enhancing the efficiency of office operations through administrative support. Ability to improve productivity and performance of senior management by providing secretarial/clerical services. Skilled in planning and delivering special projects within time-critical environments. Known as decisive and direct, yet flexible in providing optimal response to constantly changing assignments. Excellence within the discipline of administrative aid expert offering versatile Bachelor of Business Administration talents/ISSD hospital administration and works independently and exceeds expectancies.

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WORK EXPERIENCE

Zonal Executive cum Admin Muthoottu Mini Financiers Ltd

03/2022 - 09/2023

NBFC

Bangalore

Achievements/Tasks

- By delivering top-notch administrative support and assisting the management team in performance management , employee relations and effectively contributed to the successful execution of daily office operations.
- Monitored and supervised the office supply inventory to maintain efficient ordering or requisition of depleted or low-level stock.
- Contributing to the development of professional skills and promoting the seamless integration of newcomers, Actively supported the training and guidance of administrative support staff, ensuring their smooth assimilation into the team.
- Maintaining the utmost confidentiality of customer and investor banking and personal information, as well as regularly updating records, is crucial to ensure customer satisfaction.
- Ensuring efficient partnerships and regular communication with relevant stakeholders in daily activities and email correspondences, providing timely updates to management, and securing data backups for management purposes as needed.
- Updating the employee information and records, such as performance appraisals, achievements, targets, leave management and biometric time attendance management, is part of the process of updating the HRMS portal. Additionally, it involves generating employee expense, payrolls, update employee provident fund and reimbursement.
- The provision of staffing program support duties entails the provision of assistance to HR specialists in the execution of administrative tasks, such as the preparation of job offers, the generation of MIS reports, the compilation of active and inactive employee reports, and the scheduling of appointments for suitability checks, among others.

EDUCATION

Bachelor of Business Administration(BBA) Koshy's Institute Of Management Studies

06/2018 - 10/2021

Bangalore, Karnataka

SKILLS

Administrative support

Document and Record Management

MS Office

Multi-Tasking

Time Management

Decision Making

Problem Solving

Active Listening

Teamwork

CERTIFICATES

Hospital Administration (TUV SUD Certified)
(11/2021 - 04/2022)

International School of Skill Development - Cochin, Kerala

LANGUAGES

English

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Hindi

Professional Working Proficiency

Kannada

Professional Working Proficiency

Tamil

Professional Working Proficiency

INTERESTS

Reading

Jogging

Gaming

Crafting

Baking