

Name : JENSY SEBASTIAN
Father's name : JAMES ALBERT
Address : CLOCK TOWER
SHARJAH
UAE
Contact Number : 00971568400749
E-Mail ID : jensyjms347@gmail.com



CAREER OBJECTIVE

To obtain a position within an organization that will allow me to utilize my technical skills, experience and willingness to help others.

PERSONAL INFORMATION

Date of Birth : 14.04.1989
Gender : Female
Marital Status : Married
Nationality : Indian
Religion & Caste : Christian, Latin Catholic
Languages Known : Malayalam, English, Tamil and Hindi
Passport Number : K4367191
Date of Issue & Exp : 19/06/2012-18/06/2022
Visa Status : Husband Visa

EDUCATIONAL QUALIFICATION

- Doing Master of Computer Application.
- Bachelor Of Computer Application From Indira Gandhi National Open University
- Plus Two(Science: Biology) (Board Of Higher Secondary Examination-Govt Of Kerala)
- S.S.L.C (Board Of General Education Department)

TECHNICAL SKILLS

- Familiar with operating tools like MS-Word, MS-Excel, MS-PowerPoint etc.
- Strong leadership skills, professional team-oriented
- Willingness and initiative to learn and teach

PROJECT

1. Online Matrimonial system

Project summary : - The objective of the project is to give information About Matrimony.

Front End : - Asp.Net

Back End : - Visual Basic

Project Duration : - 6 months

2. Online Civil Court System

Project summary : - The objective of the project computerizes the work process of an advocate.

Front End : - Java

Back End : - Oracle

Project Duration : - 6 months

EXPERIENCE

Organization: AL JARAS AL THAHABI TECH

CONT.(SHARJAH) Duration : MARCH 2020 TO TO DATE

Designation : Office Assistant

Job Profile:

- Answer phones and transfer to the appropriate staff member.
- Take and distribute accurate messages.
- Coordinate messenger and courier service.
- 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.
- Type documents, reports and correspondence.
- Organize travel arrangements for staff.
- Maintains stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary
- Purchase, track, and invoice office supplies for each department

Organization: LORANCE JOSEPH TECH

CONT.(SHARJAH) Duration : JAN 2018 TO JAN 2020

Designation : Office Assistant

Job Profile:

- Answer phones and transfer to the appropriate staff member.
- Take and distribute accurate messages.
- Coordinate messenger and courier service.
- 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.
- Type documents, reports and correspondence.
- Organize travel arrangements for staff.
- Maintains stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary
- Purchase, track, and invoice office supplies for each department

Organization: V R GLOBAL INDUSTRIES (UMM AL QUWAIN)

Duration : 2017-2018

Designation : Sales Coordinator

Job Profile:

- ☐ Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- ☐ Ensure the adequacy of sales-related equipment or material.
- ☐ 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.
- ☐ Inform clients of unforeseen delays or problems.
- ☐ Monitor the team's progress, identify shortcomings and propose improvements.
- ☐ Assist in the preparation and organizing of promotional material or events.
- ☐ Ensure adherence to laws and policies.

Organization: AL RAWIYA GENERAL MAINTENANCE

CONT.(AJMAN) Duration : JAN 2016 TO JAN 2017

Designation : Administrative Assistant

Job Profile:

- ? 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.
- ? Planning meetings and taking detailed minutes.
- ? Organize and schedule appointments.
- ? Plan meetings and take detailed minutes.
- ? Write and distribute email, correspondence memos, letters, faxes and forms.
- ? Assist in the preparation of regularly scheduled reports.
- ? Develop and maintain a filing system.
- ? Update and maintain office policies and procedures.
- ? Order office supplies and research new deals and suppliers.
- ? Maintain contact lists.
- ? Using the full suite of MS Word applications.
- ? Book travel arrangements.
- ? Submit and reconcile expense reports.
- ? Provide general support to visitors.
- ? Act as the point of contact for internal and external clients.
- ? Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.

Organization: SWATHI HI TECH PRIVATE Ltd. Trivandrum

(INDIA) Duration : 2011-2012

Designation : Supervisor

Job Profile:

- Data entry supervisor manages all the data entry employees and make sure that all the work is going in its exact manner. He checks that all the work that was assigned to the workers should be completed correctly and before or on time.
- Takes a close look over the internal operations and basic procedures and formulate the changes as per requirements.
- Responsibility is to assist staffs with the questions and other basic difficulties.
- Provide a full guidance over the leadership and guidance for all data entry staff and makes a perfect coordination with the other departments.
- Also responsible for making and assisting the departmental budget.

DECLARATION

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

JENSY SEBASTIAN