

NANCY REENA

ADMIN EXECUTIVE

CONTACT

📞 9148720767
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📍 No.43, M V Garden, Ulsoor,
Bengaluru-560 008.

EDUCATION

Bachelors' in Commerce

June- 2022
South-West University.

Diploma in Computer Science

[D.Cs] June- 2017
CSI GOODWILL POLYTECHNIC
Bangalore, Karnataka.

SSLC

June- 2012
R.B.A.N.M.S Girls High School
Bangalore, Karnataka.

KEY SKILLS

File system management
Record preparation
Report generation
Book Keeping
Document management
Administrative support

INTERESTS

Listening Music
Drawing
Stitching Cloths

LANGUAGE KNOWN

Kannada, English & Tamil

PERSONAL DETAILS

Father Name- Ganesh
Mother Name- Gracy
Gender- Female
Date of Birth- 02/01/1997
Marital Status- Unmarried
Nationality- Indian

PROFILE

Productive Administrative Executive with **7 year** track record in data management, customer relations and complex problem-solving. Oversees Admin operations and handles all administrative needs with efficiency and professionalism. Advanced skills in Ms Office Word, Excel & Power Point.

EXPERIENCE

ADMIN EXECUTIVE • JUNE 2024 – TILL DATE

ICM - Global Technology Park, Bellandur, Bengaluru.

Billing Attendance, Adding Biometric & Payroll Attendance
Vouchers & GST Acknowledgement
Maintaining Leave Applications, Manpower details & Uniform details
Handling Grievances.
Scheduled appointments and meetings, organized materials and prepared rooms.
Collected data, input records, and protected electronic files.
Planned and executed events for employees and clients and managed logistics and vendor relations.

ADMIN SUPPORTIVE STAFF • SEP 2017 – JUNE 2024

National Sample Survey Office, Koramangala, Bengaluru.

Dealing with cash and maintenance cash book
Preparation of all types of Contingent Bills & payment thereon
(Telephone, Electricity, Agency Bills Medical, LTC, Miscellaneous, and Traveling Allowances)
Filling of Professional tax on Govt Portal
Updating of KYC in EPFO Portal
Dealing with budget report
Preparation of Monthly Progressive Expenditure Report (MPER)
Uploading of NPS particulars
Deduction of GST / Maintenance of GST Register / Filing of GSTR7 forms
Preparing of all outsourcing attendance & same to the agency
Maintaining of staff position of Regular and Contractual staffs (Monthly return)
Processing the bills for payment to manpower providing agency
Submission of monthly reports of contractual staff
Set up and updated Excel spreadsheets to track financial data.
Organized budget documentation and tracked expenses to maintain tight business controls.
Assessed data and information to verify entry, calculation, and billing code accuracy.