



ROYLINE L SEQUEIRA

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SUMMARY

More than two years of extensive experience-Technologically savvy and goal oriented Administrative Assistant with an Associate's Master's in Business Administration. Driven and motivated to support organizations thrive. Skilled in prioritizing and completing tasks independently. Extensive experience in Microsoft office and customer relations.

WORK EXPERIENCE

01/2019 – 08/2019

Office Assistant- Seventh sky tours and travel Goa, India

Responsibilities:

- Carrying administrative duties such as filing, typing, copying, binding, scanning etc.
- Organizing travel arrangements for senior managers.
- Writing letters and emails on behalf of other office staff.
- Booking conference calls, rooms, taxis, couriers, hotels etc.
- Processing expenses sheets and invoices.
- Monitoring stationary levels and ordering office supplies.
- Covering the reception desk when required.
- Maintaining computer and manual filing systems.
- Provide information to internal colleagues or external enquirers.
- Handling sensitive information in a confidential manner.
- Taking accurate minutes of meetings.
- Coordinating office procedures.
- Relying to email, telephone or face to face enquiries.
- Develop and update administrative systems to make them more efficient.
- Resolve administrative problems.
- Receiving, sorting and distributing the post.
- Answering telephone calls and passing them on.
- Managing staff appointments.
- Oversee and supervise the work of junior staff.
- Maintain up-to-date employee holiday records.
- Coordinating repairs to office equipment.
- Greeting and assisting visitors to the office.

11/2016 - 12/2017

Admin Assist- Blue Flames Industrial & Domestic Gas

Services Industrial & Domestic Gas Services: Goa India

Responsibilities:

- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Taking notes and minutes in meetings
- Ordering and taking stock of office supplies
- Being a point of contact for a range of staff and external stakeholders
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organization
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Researching and booking travel arrangements for staff members
- Finding ways to improve administrative processes
- Petty cash and Bank related works

03/2018 - 12/2018

Financial Consultant- ICICI Prudential: Goa India

Responsibilities:

- Assist to open, document and process new accounts, administer all communication with existing and potential clients through calls, mails and letter writings.
- Monitor and respond to all client's questions on financial products and strategies.
- Maintain client relationships and update current plans and secure new clients
- Conduct cold calling to generate potential leads
- Analyze and recommend strategies to improve sales opportunities and monitor all customer loans.

EDUCATION

Master's degree in business and Management, University of Goa 2017 - 2019

Bachelor's Degree in business and Management, University of Goa 2013 - 2016

ADDITIONAL SKILLS

- Microsoft Word, Excel, Outlook, Powerpoint.
- Database management
- Prioritization and problem-solving
- Communication (written and verbal)
- Inventory and supply management
- Innovative
- Flexibility and efficiency
- Organization and planning

Other details**Date of Birth:**

19-12-1995

Visa Status

Visit Visa Valid until- March 2020

Languages

English

Hindi

DECLARATION:

Here by I declare that the below information and details provided about my personal and professional true to the best of Knowledge.

Yours Faithfully

Date:

Royline L Sequeira

REFERENCES

References available on request