

RITA ALLAN RODRIGUES

Dubai

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WORK EXPERIENCE

- **Administrative Assistant, Strategic City Energy (Dubai, UAE),** Dubai, United Arab Emirates(Oct 2019 to Jul 2020)
- **Admin / Hr. Executive cum Jr. Accountant, Smart Signs LLC,** Dubai, United Arab Emirates(May 2018 to Sep 2019)
- **Front Office Manager & Jr. Accountant, Daisy Residency,** Mumbai, India(Nov 2013 to Sep 2017)
- **Admin Representative and Office Assistant, Daisy Developers,** Mumbai, India(Sep 2009 to Nov 2013)
- **Office Assistant, Dovex Courier & Cargo,** Mumbai, India(Mar 2007 to Feb 2008)

EDUCATIONAL BACKGROUND

- **Tolani College of Commerce,** Mumbai, **Degree,** 2009, T.Y.B Com

SKILLS

- windows
- ms office
- ms access
- tally9.

PERSONAL BACKGROUND

° **Birthday:** - 1988-04-23