

JESSEL HEREDIA

Dubai

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WORK EXPERIENCE

- **Cashier / Admin / Operations, AWGAL Investments, Dubai, UAE, Dubai, United Arab Emirates**(Sep 2018 to Present)
- **Office Administrator, Dona Paula Classic Hotel, Goa, India, Goa, India**(Jun 2018 to Aug 2018)
- **Cashier, Lotus Environments (Environmental Consultants), Goa, India, Goa, India**(Jan 2015 to Dec 2015)
- **Administrative Assistant, Paradise Infra Developers (Real Estate), Goa, India, Goa, India**(May 2014 to Dec 2014)

EDUCATIONAL BACKGROUND

- **Stenodac Commercial Training Institute for Career Training and Professional Education , , Diploma , 2014, Office Management**
- **Stenodac Commercial Training Institute for Career Training and Professional Education , , Diploma , 2014, Computer Management, 2014**
- **S.S Dempo College of Commerce and Economics , , BCOM, 2014, (Financial Accounting, Auditing & Tax)**

SKILLS

- **tally erp9**
- **ms office**
- **team player**

PERSONAL BACKGROUND

- **Birthday:** - 1994-03-15