

Isabella Carneiro

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Background and Profile

I started my career in New Delhi, as a Secretary to the Administration Attache @ Uganda High Commission and moved on to an Event Company as an Event Manager. I moved to Dubai following a dream of exploring the Gulf and making it on my own. Turning to administrative roles, I largely contributed to the success of establishing companies from their inception in Dubai. A versatile result-oriented individual, highly qualified in executive level of administrative skills, I boast of delivering high standards of service, effective management of operations with attention to detail and ensuring all tasks are completed in accordance with objectives and time stipulated. Am result-orientated and demonstrate excellent negotiation and troubleshooting skills.

Skills

- Excellent written correspondence
- Effective communication
- Public Relations
- Teamwork
- Time Management
- Leadership
- Critical Thinking
- Work Ethics

Work Experience

Private Tutor (Self Employed) Goa, India and currently in Dubai UAE *2023 to Present*

- Personalized academic support to students locally and internationally, online, offline, private as well as classroom style.
- Motivational support, flexible scheduling, progress tracking and parental involvement.
- Mastering challenging concepts and achieving academic success.
- Private counselling of students and parents.

Personal Assistant @ Riviera Constructions Pvt. Ltd., Goa India *2020 to 2023*

- Executive support with close liaison with Project Manager and Civil Engineer.
- Document management and project coordination.
- Site visits and minutes of meetings.
- Managed office events, meetings and conferences.
- Staff supervision and recruitment.

Business Development Manager @ Dominus Promotional Gifts LLC, Dubai UAE *2016 to 2020*

- Liaison with local sponsor and government establishments to draw up all legal documents from inception of company.
- Development of business related to corporate give-aways.
- Acquired new suppliers, locally and internationally.
- HR Management and office administration

Marketing & Administration Associate @, BizXchange, Dubai UAE

2009 to 2016

- Facilitated indirect exchange of products and/or services between companies using BizX dollars instead of cash or cash equivalents.
- Executive support and calendar management.
- Client relationship management and project coordination.
- Travel arrangements, stock control and office inventories.
- HR management and administrative support.

Administration Manager & PA to CEO @ Rayan Asset Management, Dubai UAE

2003 to 2008

- Comprehensive administrative support to top-level executives.
- Extensive travel and calendar management.
- HR management.
- Duties and time scheduling of office drivers
- Managing CEO's personal and residential affairs.

Secretary to Director of Campus Physical Development @ Zayed University, Dubai UAE

1998 to 2003

- Executive support and calendar management.
- Campus Development for the entire university facilities.
- Staff management and allocation of duties.
- Driver's duty rosters.
- Problem solving of a range of faculty & student complaints with comprehensive resolutions.

HR Secretary @ Hotel Intercontinental, Dubai UAE

1997 to 1998

PA to Branch Manager @ Al Futtaim Motors New Showroom, Dubai UAE

1994 to 1997

Temporary jobs in Ensco, Nadias and Al Habtoor Motors

1993 to 1994

Personal Assistant to General Manager @ Arencos, Dubai UAE

1991 to 1992

Front Office Receptionist @ Hotel Holiday International, Sharjah UAE

1990 to 1991

Events Manager @ Akshaya Cultural Centre, New Delhi, India

1986 to 1989

Secretary to Administrative Attache @ Uganda High Commission, New Delhi India

1985 to 1986

Education

Advanced Diploma in Theology, Life Christian University, Dubai branch of Tampa Florida	2017
Cross Cultural Communication, Time Management and Effective Business Communication - Zayed University, Dubai UAE	1998
Basic Arabic and MS Office - Al Futtaim Training Institute, Dubai UAE	1995
First Aid, Red Cross Society, New Delhi India	1984
HSSE from Holy Child Auxilium, New Delhi India	1984

Personal Details

Languages: Fluent in English, Hindi, Konkani and basic Arabic.

Visa status: Freelance visa from Dubai.

UAE Driver's License since 1996

Actively involved in social causes

Additional information: Poetry writing, counselling children of all ages, currently working on my first book.