

Curriculum Vitae

Rita Allan Rodrigues

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OBJECTIVES

Looking for the position that will build on my skill and provide me ample scope for growth and contribute to the Organization's goals, by effectively using the conceptual Skill and knowledge through education and work experience.

PERSONAL APPRAISAL

- Hardworking, Career Minded Person, Fast Learner & Result Oriented.
- Effective Communication, Public Relations and Interpersonal Skills.
- Has always been friendly, co-operative and work well under pressure.
- Pleasing manners and well disciplined.
- Willingness to learn new things and explore new fields.

WORK EXPERIENCE

Worked as Administrative Assistant at Strategic City Energy (Dubai, UAE)
from 1st October 2019 till 30th June 2020.

DUTIES & RESPONSIBILITIES

- Welcoming visitors and directing them to the relevant office/personnel.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Attending to phone and walk-in enquiries.
- Answering, screening and forwarding incoming phone calls
- Prepare regular admin related reports
- Monitor company vehicle insurance, license registration and parking permits
- Booking meeting rooms as required
- Arrange travel and accommodations
- Keep updated records of office expenses and costs
- Company mobile sim card management(monthly plan upgrade, roaming/data activation & new sim request)
- Maintaining records of company assets.
- Support in scheduling corrective and maintenance for A/C, pest control, printing machine & fire extinguisher.
- Manage office and pantry supplies
- Update internal databases (i.e. sick leave, work schedules (OT), annual leave / maternity leave) and maintain personnel records of employees.
- Enroll & input New Employees data on system.
- Handling Petty Cash, and maintain & update Petty Cash Ledger.
- Prepare Local purchase orders and Check & verify Purchase Orders with Invoices & Delivery Order.
- Follow up with clients for due amounts.
- Establish and maintain various filing / records / database of business contacts, trace pending items, personal employee files and follow up as appropriate.
- Drafting emails, correspondence memos, letters, faxes and forms.
- Dealing with customer enquiries.
- Settle administrative problems as well as inquiries and generate written responses to routine enquiries.
- Performing filing and other administrative duties.

Worked as Admin / Hr. Executive cum Jr. Accountant at Smart Signs LLC (Dubai, UAE)
from 10th May 2018 till 20th September 2019.

DUTIES & RESPONSIBILITIES

- Processing New Visa's, Medical / Insurances/ Emirates Id & Cancellation of Visa's.
- Prepare HR documents, like employment contracts and new hire guides.
- Preparation & Transfer of employee's salary through WPS system.
- Monitor expiry dates of employee documents and ensure their renewals are processed on time.
- Maintaining attendance reports, leave records, tour records, logs and ticket booking.
- Organize and maintain employee information i.e. Salaries, Overtime, Annual leave and Air ticket accruals.
- Update internal databases (i.e. sick leave, work schedules (OT), annual leave / maternity leave) and maintain personnel records of employees.
- Enroll & input New Employees data on system.
- Prepare all monthly schedules and reports as per the requirements of the management.
- Prepare Cheques, Payment Vouchers, Receipt Vouchers and Journal Vouchers (JV) with complete supporting documents and get it approved from Accounts Director.
- Reconciliation of Bank statement.
- Posting of vouchers and updating ledger accounts.
- Handling Petty Cash, and maintain & update Petty Cash Ledger.
- Prepare Local purchase orders and Check & verify Purchase Orders with Invoices & Delivery Order.
- Follow up with clients for due amounts.
- Keep up to date records of all accounting transactions.
- Establish and maintain various filing / records / database of business contacts, trace pending items, personal employee files and follow up as appropriate.
- Drafting emails, correspondence memos, letters, faxes and forms.
- Dealing with customer enquiries.
- Settle administrative problems as well as inquiries and generate written responses to routine enquiries.

Worked as Front Office Manager & Jr. Accountant at Daisy Residency
(Mumbai- India) from 25th Nov 2013 to 30th Sept. 2017.

DUTIES & RESPONSIBILITIES

- Customer Service – Handling Lobby as well as customers over telephone.
- Assisting Guests with check-in and check-out, helping out in hotel reservations, assisting guests with luggage, blocking rooms and booking new reservations.
- Monitoring front desk operations and department productivity, room inventory, room sale price-points and adjusting them based on business demand.
- Manage monthly P/L reports, annual and monthly budgets as well as weekly labour reports to run the department successfully.
- Create and implement new department policies and procedures that ensure excellent customer service and safe working environment for all staff.
- Taking care of tasks such as book keeping and accounting.
- Handle cash and related transaction's, issue receipts, record different currencies, reconcile cash reports and balance daily basis cash fund along with bank deposits.
- Conducting training for the staff twice a month with new Allied Products and updating the changes in the service sector.
- Conducting marketing activities every month to promote as well as to increase the sales.
- Maintaining documentation of records pertaining to staff.

Worked as Admin Representative and Office Assistant at Daisy Developers (Mumbai – India) from 6th Sept. 2009 to 20th Nov 2013

DUTIES & RESPONSIBILITIES

- Coordinating with all kinds of staff and client meetings
- Preparing reports, documents which assists in day to day operations
- Assisting the concerned departments in matter related to weekly reports, files as well as annual reports
- Assisting in orders, maintenance and utilization of department equipment, supplies and inventories
- Ensuring whether all client and staff documents/requests are updated in the system.
- Handling timely movement of all related documents.
- Managing the activities in the absence of Manager.
- Maintaining documentation of records pertaining to staff.

Worked as Office Assistant at Dovex Courier & Cargo (Mumbai- India) from 1st Mar 2007 to 28th Feb 2008.

DUTIES & RESPONSIBILITIES

- Coordinating all staff and get the assigned task completed.
- Preparing reports, documents which assists in day to day operations.
- Maintaining documentation of records pertaining to staff.

AREA OF INTEREST

- **ADMINISTRATIVE ASSISTANT**
- **HUMAN RESOURCE**
- **CUSTOMER SERVICE**
- **ACCOUNTS**

COMPUTER SKILLS

Diploma in Computer Applications from CAT – Centre for Advanced Technologies
Operating systems : Windows
Tools : MS Office, MS Access, Tally9.

INTEREST AND HOBBIES

Listening to Music, Reading Books, Traveling, Drawing and Painting.

EXTRA CURRICULAR ACTIVITIES

- Participated in College Cultural feast & Activities.
- Participated in School Sports & Games.

EDUCATIONAL QUALIFICATION

Qualification	Board/University	Institution	Year of Completion	Marks (%) / CGPA
T.Y.B Com	Mumbai University	Tolani College of Commerce	March 2009	65.71
H.S.C	Maharashtra Board	St Thomas Junior College	Feb 2006	55.71
S.S.C	Maharashtra Board	Divine Child High School	March 2004	52.00

PERSONAL DETAILS

Date of birth : 23-04-1988
Sex : Female
Marital status : Married
Religion : Roman Catholic
Nationality : Indian
Language Proficiency: English, Hindi, Marathi, Konkani
Passport No : R2104353
Date of Expiry : 15-06-2027

CERTIFICATION

I, Rita Rodrigues declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Yours Sincerely,
(**RITA RODRIGUES**)