



Christal Marina D'Souza

Manzil Tower, First Floor Near Abhu Shabara Park Abu Shagara Sharjah,
UAE

+91 9535750135 | crystalcrissdsouza@gmail.com

Objective

Secure a challenging and responsible career opportunity to fully utilize my learning, knowledge and skills, while making a significant contribution to the success of the organization.

Experience

- Carmel High School, Patna**
Administration

12.07.2021 - Till the date

 1. Managing daily administration task, Receipts & daily accounting transaction.
 2. Handling Payroll Activities and Employment Letters of newly appointed employees, Contacting prospective employees about resumes and interviews.
 3. Filing office related documents and checking for accuracy and validity on updated systems.
 4. Responding inquiries, Perform data entry on School Software's and Government Educational websites. Admission process of students, Fee structures, Draft, collate and organization of filed reports correspondence.
 5. Greeting incoming visitors and parents professionally and providing friendly knowledgeable assistance.
 6. Designing School Magazines, Activity Books & and Schools events invitations.
 7. Assisting colleagues whenever necessary, Managing workloads, Meeting requirements and maintaining overall activities of the management.
- Construction Group, Mangalore**
Accountant

1.4.2019 - 30.06.2021

 1. Maintaining daily Accounting transactions such as bills receivable & payable, categorizing.
 2. Hands on experience with accounting software like Tally ERP 9
 3. GST – Input & Output return filing.
 4. TDS deductions and payments, E.S.I., E.P.F. and P.T. payments.
 5. Auditing financial information monthly and annually and comply with financial policies and regulations
 6. Managing the workloads and meeting the deadlines, Bank related works and also worked with external Audit team.
- Ayaan Manpower Consultancy, Mangalore**
HR Executive

01.09.2018 - 31.03.2019

 1. Managing recruitment process including resume screening, scheduling interviews.
 2. Sourcing and attracting candidates by using database, social platforms
 3. Conducting interviews and filtering candidates for open position
 4. Identifying future hiring needs and developing job description and specifications
 5. Completing paper work for new hires.
- Ave Maria School, Mangalore**
Computer Teacher

01.09.2015 - 30.04.2016

 1. Planning lessons and activities that facilitate students acquisition of basic and advance computer skills
 2. Observing and managing classroom dynamics
 3. Preparing quizzes, class tests
 4. Conducting academic activities and dance classes

Education

- Mangalore University**
M.Com (HRD)
75.50,%

2018
- Milagres College, Mangalore**
B.Com
66.60%

2015
- St. Sebastian's PU College, Permannur**
Pre-University College
65%

2012
- St Sebastian's High School, Permannur**

2010

SSLC
64.32%

Skills

- MS Office
- MS Excel
- Tally ERP
- Radical Logix ERP
- Udise+

Projects

- **Work Life Balance of Employees**
Work Life Balance of Employees With Reference To Mangalore Special Economic Zone Ltd.
Project Duration: 3 Months
- **Internship Project**
Internship under Marketing And Human Resource Practices With Reference to Big Bazaar Future Group Limited.
Internship Duration: 1 month

Interests

- Photography & photoshop
- Surfing through Internet
- Participating in social activities
- Planning & Organizing
- Volunteering Community service

Languages

- English
- Hindi
- Kannada
- Konkani
- Tulu

Strength

- - Organizational & Time management skills
 - Attention to details
 - Strong communication and interpersonal abilities
 - Proficiency in various Computer software and office equipment
 - Maintaining accurate records and database
 - Proactive and resourceful approach
 - Self motivational, team player
 - Adaptable and flexible
 - Strategic planning & decision making
 - Teamwork & collaboration
 - Problem solving



CHRISTAL MARINA D'SOUZA