

SHEEMA D'CUNHA,
Mobile No. 055 5792038
Email : sheemasavio@gmail.com

The H.R. Manager,

Dear Sir,

I am writing in reference to the vacancy for a suitable post in your department. I got more than 6 years experience in Dubai as Tele-Marketing Executive/ Customer Service Executive / Office Admin / Accounts and I am capable of doing my jobs to the entire satisfaction of my superiors.

I have enclosed my resume for your review.

I would like the opportunity to meet and share more about my qualifications and experience and the ways in which I can contribute to the team. Thank you for your consideration.

If my CV suits for the posts required, I am waiting for your call for the interview, and I am happy to work in your well established organisation.

I assure that I will contribute my experience and efforts to the entire satisfaction of my superiors, and awaiting a favourable reply from your end.

With thanks & regards,

Sheema D'cunha,
Mobile No. 055 5792038

Date :



SHEEMA D'CUNHA

☎ 055 – 5792038/Email :sheemasavio@gmail.com

Objective

To work in an innovative and stimulating environment that would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the organization.

PROFILE IN BRIEF

Having three years experience in India and SIX years experience in Dubai.

Jan 2007 – Jul 2009 – Worked as Administrator/Secretary in Mary Matha Public School, CBSE, Cochin, Kerala State, India

Nov 2009 – Aug 2011 – Worked as Secretary/Asst. Accountant in Bryan Electrical switchgear Manufacture LLC, Dubai.

Sep 2011 - April 2013 – Worked as Sales Secretary/Administrator in Quill Hygiene Trading LLC, Dubai

May 2014 – June 2015 – Worked as Tele –Marketing Executive / Customer Service Executive in Life Plus Insurance Brokers LLC, Dubai

Aug 2015 – Jan 2017 – Worked as Tele – Sales Executive/ Customer Service Executive in Global Insurance Brokers LLC, Dubai.

22nd Jan 2017 – Dec 2018 worked as Tele – Sales Manager in ADMA Management Consultancies & Orchid Infosys under same Management.

1st Jan 2019 – till date working as Marketing & Sales Specialist in Lotus Overseas Services Providers LLC.

NATURE OF JOBS DONE

- Preparation of Report/ Follow up of Outstanding payments.
- Data Storage in Computer and maintaining of records.
- Correspondence with corporate offices
- Getting quotations, placing orders and negotiating with suppliers and buyers
- Handling Self Correspondence & Computer related jobs/Filing of the Records & documents
- Maintaining Attendance Register, overtime allocation/calculation
- Preparation of Final accounts & Assisting Finance Manager for preparation of financial reports
- Aging of Receivables/Payables
- Dealing in Trade Facilities with bank – Trust Receipt/Invoice Discounting
- MIS Reports
- Maintained good relationship with corporate customers and other financial institutions
- Preparation of Payroll and its related statements
- Monthly & daily reports for all the financial transactions/goods & material transactions
- Supervise procurements and Purchase/Store-Purchase co-ordination/Inventory
- Liaising with government departments and its related correspondence

- Experienced in Office Administration / MIS and excellent Public Relation.
- Fluent in English Language / Data Entry Operation & Expert in Self-correspondence.
- Have done Purchase & Inventory

Contd...2/-

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NATURE OF JOBS DONE IN INSURANCE

- Well experienced in Tele calls.
- Excellent in communication and arranging meetings of Relationship Manager with the Prospects.
- Maintaining good relation with all Insurance providers.
- Well versed in documentation.
- Follow up with clients for due premiums.
- Thorough knowledge on all kind of products.
- Preparing Illustrations of all products.

NATURE OF JOBS DONE IN ADMA & ORCHID INFOSYS

- Well experienced in Tele calls.
- Excellent in communication and arranging meetings for Manager with the Prospects.
- Maintaining good relation with all clients.
- Providing Proper information on all accounting packages and describing all the modules required for Real Estates, Trading, printing and Tours & Travel business etc:-
- Follow up with clients after the first meeting.
- Thorough knowledge on all kind of products.
- Preparing quotations and negotiating with Managers and clients to close the deal.

NATURE OF JOB IN LOTUS OVERSEAS

(Immigration Service to Canada/Australia, UK Investor visa, Canada Investor Visa, UK Student visa & Canada Student Visa)

- Calling clients for Investor Programs / Migration / Students Visa.
- Maintaining good relation with all clients.
- Providing Proper information on all types of programs
- Arranging meetings with clients.
- Follow up with clients after the first meeting.
- Maintaining all the documents and checklist of different types of programs.
- Preparing quotations and negotiating with clients to close the deal.

EDUCATIONAL QUALIFICATIONS

ACADEMIC

- B.Com from Mahatma Gandhi University, India

TECHNICAL

- Diploma in Computer Applications
- Typewriting – English & Computer Word Processing
- M.S. Office/Accounting Package – Tally & Real Soft

PERSONAL DETAILS

Indian/Female/Date of Birth 30.01.1975/Married/

Languages known : English/Hindi/Malayalam & Tamil

Visa Status

On Husband's Visa

Husband name & address

Willie D'cunha,
Finance Manager
M.R. Trading Co. LLC, Dubai
Mobile No : 050 8965905

I hereby declare that the particulars given above are true and correct to the best of my knowledge.

(Sheema D'cunha)

Place : Dubai

Date :