



# Reema Fernandes

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Systematic Administrative Assistant with successful experience in fast-paced office settings. Hardworking team-player with expertise completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

## CORE COMPETENCIES

- Meeting minutes
- Office administration
- Spreadsheet management
- Process optimization
- Multi-line phone proficiency
- Documentation and control
- Credit and collections
- Attendance record management
- Invoice Processing
- Writing reports
- Filing and data archiving
- Bookkeeping
- Mail handling
- Conference planning

## CERTIFICATIONS

- Diploma in Office Applications with Accounts
- Certificate in Advance Excel
- Tally

## EDUCATION

2021: Masters in Commerce from Mangalore University, Karnataka, India

2018: Bachelor of Commerce St. Agnes College, Mangalore

## LANGUAGES

- English -Fluent
- Hindi -Fluent
- Kannada -Fluent
- Arabic-Basic communication

## PERSONAL PROFILE

DOB : 10-08-1997

Nationality : Indian

Marital Status : Single

## WORK EXPERIENCE

### Since Oct 2018: NCS & Co Chartered Accountants Mangalore as Administrative Assistant

- Build effective working relationships with clients, respond effectively to client requests on premises, over telephone and through emails and suggest proper guidelines related to taxation.
- Assist in scheduling meetings, arranging conferences, preparing correspondence and generating reports.
- Handle tasks given by management related to office administration.
- Prioritize the tasks based on criticality, inform the manager about schedules.
- Record transactions on daily basis in Tally, maintain books of accounts.
- Assist in summarizing current financial status by collecting information, preparing balance sheet, profit and loss statements and other reports.
- Fill and tally all monthly invoices, handle petty cash expenses.
- Follow up on pending tasks, inform management about the progress.
- Coordinate travel arrangements by booking airfare, hotel and ground transportation.
- Support room reservations, agenda preparation and calendar maintenance for programs, meetings and events.
- Process invoices and expenses to facilitate on-time payment.
- Sort and distribute office mail and recorded incoming shipments for corporate records.
- Organize weekly staff meetings and logged minutes for corporate records.
- Interact with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Develop and update spreadsheets and databases to track, analyze and report on performance and sales data.
- Offer office-wide software support and training, troubleshooting issues and optimizing usage.
- Answer multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Arrange rapid office equipment repair and maintenance with vendors.
- Monitor premises, screen visitors, update logs and issue passes to maintain security.
- Create PowerPoint presentations for business development purposes.
- Schedule office meetings and client appointments for staff teams.
- Generate reports and type letters in Word and prepare PowerPoint presentations.
- Perform research to collect and record industry data.
- Monitor Manager's work calendar and schedule appointments, meetings and travel.

## TRAININGS/ EVENTS / COURSES/OTHER SKILLS

- Attended training on **GST**
- Attended training on data analysis
- Participated in seminar of public speaking
- Participated in **VAT** seminar
- Holding valid Indian driving license