



Jasline Fernandes

Contact

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Skills

- Fastest Learner
- Excellent communication skills
- Can work under pressure
- Time Management
- Team Work

To be part of a team, in an organization where, can invest knowledge and experience in line with organization's vision and mission to accomplish professional growth.

Work History

2012-02 -
Current

Junior Accountant and Rental Agent

Car Fare Rent A Car LLC, Dubai

Duties: Junior Accountant

- Preparing Daily Collection Report
- Preparing Monthly Invoices and follow up invoice Delivery
- Preparing Sale of Vehicle Invoices, follow up Transfer Certificate
- Passing Debit Credit Notes
- Preparation of GL code
- Preparing Monthly Incentives of salesperson
- Follow up Corporate Damage Reports
- Checking Agreements, Follow up Pending Documents, expired Trade license
- Update Lease contracts and Follow up Pending and Expired Leases
- Checking Insurance Debit Notes and Premium
- Preparing LPO and Follow up Invoices
- Entering PDC Cheque Details in Orion
- Checking Traffic Fine, updating and follow up for Payments
- Coordinate with our marketing, operation, Accounts and HR department
- Perform general clerical duties to include but not limited to: photocopying, faxing, Mailing and filing
- Maintaining the Stock list of available vehicles
- Preparing Quotations, Petty cash vouchers, Invoices, Statements etc

Duties:Rental Agent

- Greet customers and provide complete necessary information about rates, terms and conditions of rental
- Receive telephone calls and handle customer-related issues; direct other phone calls to appropriate personnel or take messages
- Maintain and update rental agreement files
- Perform related responsibilities as assigned or

required

- Update daily and monthly report (total collection of the day, expense vouchers etc)
- Preparing daily, weekly & Monthly rental Contracts
- Meeting deadlines for achieving numbers on monthly basis through hardcore sales effort
- Follow up collection, Service, Breakdown, Replacement etc
- Maintaining the Stock list of available vehicles
- Follow up collection, Service, Breakdown, Replacement etc.

2008-06 -
2010-11

Admin. Assistant

Century Printing Press LLC, Dubai

- Roles and Responsibilities:-
- Receiving and making calls.
- Coordinate with our marketing, sales, production and technical groups.
- Create and modify documents using Microsoft Office, Excel.
- Perform general clerical duties to include but not limited to: photocopying, faxing, Mailing and filing.
- Maintain hard copy and electronic filing systems, Follow up Delivery Schedule.
- Setup and coordinate meetings and conferences. Coordinates employee travel (air/land, lodging, etc.) To and from marketing related conventions and conferences.
- Follow up visa procedures, Preparing Quotations, Purchase Orders and Job Orders.

Education

2000-04 -
2002-03

Diploma: Secretarial Practice

Vijaya Mary Technical Institute

Diploma: TALLY Package

Manipal Institute of Computer Education - INDIA

Excellent Exposure in Car-Pro, Gateway, Armada

Expertise in Ms-Office, Outlook

Additional Information

Personal Detail

Date of birth : 08-11-1981

Religion : Christian

Marital status : Married

Nationality : Indian

Visa status : Husband Sponsor

Certifications

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