

## Jessel Heredia

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Date of Birth: 15-03-1994

Gender: Female

Nationality: Indian

Languages: English, Hindi & Konkani



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### Objective

To secure a challenging and growth-oriented role in the field of Finance, to utilize my strong Accounting and Administrative skills with good communication for achieving the company's goal in the most efficient way

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### Core Skills

- Experience & knowledge of Tally, Microsoft Office (excel, Word, PowerPoint etc.) and other ERP tools
  - Experience and knowledge of Front Office Administration and Operations
  - Other skills - Team player, organizing presentation & reporting skills, good command of English
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### Work Experience

**Wingstop - AWGAL Investments, Dubai, UAE**

September 2018 - till date.

Position: Cashier / Admin / Operations

- Was involved in overall restaurant operations
- Creating cash reports for management
- Looking after the sales of the restaurant
- Managing and responsible for cash transactions at outlets
- Inventory management, stock control & auditing
- Working and coordinating with various outlets to enable smooth operations
- Creating closing reports weekly, monthly, annually.
- Support head office and other outlets or various issues

**Dona Paula Classic Hotel, Goa, India**

June 2018 - August 2018

Position: Office Administrator

- Managed Front Office Operations
- Involved with the accounts and invoicing
- Handled Bookings & Reservations
- Managed petty cash
- Supervised a team of front office, housekeeping, etc.

**CMM – Pharmaceutical Distributors/FMCG, Goa, India**

March 2016 - June 2018

Position: Cashier

- Handled all the cash transactions of the organization
- Liaised with banks, suppliers, clients and deposited cash and cheques on daily basis
- Prepared daily, weekly, monthly sales reports
- Various finance reports related to cash transactions

**Lotus Environments (Environmental Consultants), Goa, India**

Jan 2015 – Dec 2015

Position: Accounts and Administrative Assistant

- Managing accounts and the books using Tally
- Handling Account Payables & Receivables
- Maintaining General Ledger accounting features
- Maintaining records of day to day transactions
- Verifying vendor bills and making payments
- Managing office expenditure within the expenditure budget limits
- Maintaining various registers like Inward, Outward, Cheque/DD, Stationery stock,

**Paradise Infra Developers (Real Estate), Goa, India**

May 2014 - Dec 2014

Position: Administrative Assistant

- Typing drafts and letters.
- Preparing material stock statement.
- Preparing sale deeds and reports.
- Handling Petty cash.
- Receiving calls and Sorting Incoming mails

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## **Education & Trainings**

- **ERP Training -**, 2015  
Tally - ERP 9.0  
Manipal Institute of Computer Education
- **Diploma in Office Management**, 2014  
Stenodac Commercial Training Institute for Career Training and Professional Education
- **Diploma in Computer Management**, 2014  
Stenodac Commercial Training Institute for Career Training and Professional Education
- **BCOM – Bachelor of Commerce (Financial Accounting, Auditing & Tax)**, 2014  
S.S Dempo College of Commerce and Economics

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*References can be provided on request*