



JANET JOSLINE CUTINA

ADMIN ASSISTANT

+971 56 357 4133

janetjanu1006@gmail.com

SPORTS CITY, DUBAI UAE

Birth Date

10/June/1995

Nationality

INDIAN

LANGUAGES

ENGLISH

HINDI

KANNADA

KONKANI

PROFILE

- Hardworking and experienced receptionist with 2 years of experience serving as a supportive and integral employee in high volume client settings.
- Experienced in creating schedules, making appointments, selling products, and providing clients with optimal customer service.
- Works effectively with diverse groups of people, a keen communicator with leadership abilities, analytical skills and excellent grasping power.

EDUCATION

SSLC

Mangalore | 2010 - 2011

PUC

MANGALORE | 2011 – 2013

EMPLOYMENT HISTORY

Cashier and Office-Assistant, Suraj Enterprises

MANGALORE | 2016 February - 2021 August

- Sorting out incoming and outgoing daily post and answering any queries
- Greet persons entering the establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Prepare court-mandated annual accounting reports and inventories for client discharges as necessary
- Provides information to customers by verifying their understanding of requisition.
- Posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports.
- Post journal entries for accrued expenses and revenue and reconcile bank statements and general ledgers
- Prepare monthly payroll, Liaise with supplier and vendors
- Received checks and cash for deposit, verify amounts and check the accuracy of deposit slips.
- Maintain customers' transactions into computers to record transactions and issue computer-generated receipts.
- Assisting with filing duties and other administrative tasks as needed.

SKILLS

Tally

Microsoft office

Microsoft word

Microsoft Excel, PowerPoint

VISA STATUS

VISIT VISA

Admin Assistant, Amar Jyothi Auto Mobiles

MANGALORE | 2013 December - 2016 January

- Cooperate with clients to determine their needs and services.
- Maintain statistical and financial records
- Doing administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails
- Maintaining accurate data entry, Inventory and supply management.
- Trained in inventory management - spot checks inventory on a daily basis to ensure that quantities listed are accurate and up to date.
- Able to multi-task by performing my responsibilities as well as the functions of the customer service and supervisor.