

DORCAS FERNANDES



INFO

Address:

Ras-rumman, Manama Bahrain

Contact:

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Email:

fernandesdorcas@gmail.com

Date of birth:

10th May 1995

Marital status:

Single

STRENGTHS

Sincere

Positive thinker

Dedicated

Team player

COMPUTER KNOWLEDGE

MS Word

MS Excel

MS Powerpoint

Tally ERP 9

EDUCATION

St. Xaviers College Goa Goa Board 2017 Bcom -Marketing	Indian School Bahrain CBSE Board 2014	Sacred Heart School Bahrain IGCSE Board 2012
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WORK EXPERIENCE

Admin/Accountant

Auriga Ideas & Insights- Bahrain

Feb 2019 till date

Duties

- Handling petty cash
- Preparing bank deposit slips and receipts for cheques received
- Online monthly payments for electricity & water, telephone and internet bills
- Updating bank statement transactions in tally
- Preparing Invoices and Delivery Notes
- Follow up with customers for sales collections
- Conducting Payroll transactions and supplier payments
- Maintaining and providing relevant info for filing of VAT returns
- Verifying claim vouchers of employees
- Arranging of flight travel tickets for MD and employees
- Visa applications and follow-up on renewals of legal documents
- Maintaining records of all employees' legal documents, annual leaves and other details
- Bank account and petty cash reconciliation
- Prepare and Consolidate financial statements for 2 group companies namely Auriga Ideas & Insights W.L.L. and Stardust Company W.L.L.
- Coordinate for External Audit.

**Club Admin (part time)
Rotary Club of Manama**

July 2019 till date

Duties

- Handling petty cash
- Collecting weekly dues
- Booking of venue for meetings
- Arrange payment of venue
- Preparing treasurer's and secretary's report
- Collections of membership dues and other receivables
- Maintaining records of membership and other receivables
- Preparing receipts and payment vouchers
- Taking the minutes of meetings
- Sending calendar invites for meetings
- Coordinate for External Audit

**Sales/Customer Relations
Delma Marine The Avenues- Bahrain**

Dec 2017 to Feb 2019

Duties

- Handling petty cash
- Selling of multiple type boat tickets
- Dealing with customer queries and problems
- Preparing of sales report
- Administered stock control and purchasing