

JOHNCY PREETHAL DSOUZA

Email: johnceydsouza01@gmail.com

Mob: [+973-33077742](tel:+973-33077742)



SUMMARY

Experience in office administration, HR, procurement, handling vendor coordination, cost estimation, quotations, purchase orders, employee documents, compliance work and social media activities. Supports smooth daily operations through proper follow-up, accurate records and coordination with suppliers and internal teams.

WORK EXPERIENCE

Administrative & Operations Coordinator:

Mar 2023 - Present

Noya Studios WL.L. - Bahrain

Responsibility & Key Areas:

- Provide administrative support to management including calendar management, scheduling, follow-ups, reporting, handling confidential information and preparing virtual and in-office meetings.
- Prepare invoices, payment documents, Petty cash and administrative records.
- Manage HR and office functions including recruitment support, onboarding and employee records management.
- Maintain employee records, attendance and leave data while ensuring confidentiality.
- Handle employee government procedures such as LMRA, Tamkeen, GOSI, CPR and medical processing in line with local regulations.
- Prepare job descriptions, internal communications and support employee orientation activities.
- Coordinate with government offices and external agencies for employee and office-related matters.
- Manage day-to-day office activities including vendor coordination office supplies facilities and management travel arrangements.
- Manage procurement and operational activities including vendor sourcing, quotation comparison, cost estimation, purchase order preparation and delivery coordination.
- Prepare costing and pricing documents including quotations, project proposals and invoices with required approvals.
- Follow up on purchase orders, delivery schedules and documents to ensure correct and timely execution.
- Coordinate with suppliers and internal teams to ensure materials and services are delivered on time for projects and daily operations.
- Maintain and update vendor records including supplier details pricing contracts purchase orders and transaction history.
- Conduct basic market research and supplier reviews to find better pricing and reliable suppliers.
- Resolve pricing delivery and invoice issues by coordinating with suppliers and the finance team.
- Manage company social media accounts including Instagram, Facebook, LinkedIn, TikTok, Twitter (X) and Threads.
- Perform basic video editing schedule posts and manage paid boosting through Meta Facebook Ads to improve reach and engagement.

Human Resource Admin:

Jan 2022 - Mar 2023

Grand Safir Hotel WL.L. - Bahrain

Responsibility & Key Areas:

- Provided comprehensive HR support to daily operations, ensuring efficient personnel management.
- Managed end-to-end recruitment processes including job posting, CV screening, and scheduling interviews with managers.
- Coordinated NPRA eVisa applications and facilitated accommodation and travel arrangements for staff, artists and visitors.

- Handled government-related procedures such as LMRA, GOSI, CPR, and medical services for employees.
- Administered employee attendance, leave records and processed monthly salaries, including End of Service Benefits (EOSB).
- Conducted new employee orientations, facilitated uniform distribution, contract signing, biometric enrollment and bank account opening.
- Managed invoicing, bill payments, petty cash, cheque books and credit card transactions.
- Oversaw general office management, file organization and maintenance.
- Collaborated with the marketing team on event coordination and flyer design.
- Managed company accommodations and organized transportation schedules for employees and drivers.

Executive secretary Cum Accounts:

Oct 2017 - Jan 2022

Falcon Trading Co. W.L.L. - Bahrain

Responsibility & Key Areas:

- Generating Invoices, Accounts Payables and Receivable in the Accounts Department.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit, generally responding to all vendor enquiries regarding finance.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Customer payments by recording cash, cheque, and credit card transactions.
- Handling all equipment and supplies requests.
- Assisting the head HR in HR general activities.
- Coordinating Office Management activities.
- Providing detailed information about the business and working nature of the organization to the clients
- Performing variety of administrative or executive support tasks that are highly confidential and sensitive.
- Organizing travel and preparing travel itineraries.

HR Administrator:

Jun 2015 - Jul 2017

Arrow Greentech Ltd. - India (Mumbai)

Responsibility & Key Areas:

- Generate invoices, manage accounts payable and receivable in the Accounts Department.
- Perform day-to-day financial transactions including verifying, classifying, computing, posting, and recording accounts receivable data.
- Reconcile accounts receivable ledger to ensure accurate and timely payments.
- Facilitate invoice payments by sending reminders and liaising with clients.
- Manage vendor payments by scheduling and ensuring timely issuance of paychecks.
- Reconcile processed work and verify entries to maintain accurate financial records.
- Verify vendor accounts through monthly statement reconciliation.
- Record and process customer payments using cash, cheque, and credit card transactions.
- Handle equipment and supplies requests to support operational needs.
- Assist in HR activities, providing support in recruitment, employee records management, and HR general tasks.
- Coordinate office management activities to ensure smooth daily operations.
- Provide detailed information about the organization's business nature to clients.
- Perform confidential and sensitive administrative tasks with discretion.
- Organize travel arrangements and prepare itineraries for business trips.

HR & Admin Executive :

May 2012 - May 2015

Sulthan Gold and Diamonds

Responsibility & Key Areas:

- Supported the recruitment process, including sourcing candidates, coordinating interviews and onboarding new employees.
- Conducted and coordinated new employee orientation programs and explained company rules and procedures.
- Assisted in preparing and implementing HR policies and disciplinary procedures.
- Helped in planning and coordinating employee training programs.
- Prepared basic HR reports and data to support management decisions.
- Maintained employee records and HR documents with accuracy and confidentiality.
- Handled day-to-day administrative duties, including office coordination and internal communication.

Administrative Assistant Cum Counselor:

Feb 2011 - Mar 2012

The Legends IELTS

Responsibility & Key Areas:

- Data Entry & Filing documents, Drafting letters.
- Maintaining employee records. And handling the generic mail box queries of the Customers.
- Active counseling for admissions By Explaining institute process and procedures to the students.
- Answering calls and responding to e-mail communication.
- Assisting the trainer and the director of the institute with day-to-day business operations.

EDUCATION

Bachelor Of Commerce (B.Com)

Dr. C.V Raman University

2015

P.U.C (Commerce)

St Anne's PU College

2010

S.S.L.C

Bharathi English Medium High School

2008

AREAS OF EXPERTISE

- HR & Compliance: Recruitment, onboarding, employee records and government procedures.
- Office & Executive Support: Daily operations, scheduling, reporting and follow-ups.
- Social Media Management: Content creation, posting, basic editing and paid promotions.
- Procurement & Vendor Management: Sourcing, quotations, purchase orders and delivery coordination.

DECLARATION

I hereby declare that all the information stated above is true to my knowledge and I assure that I will take all my frantic efforts to see that my work stand is beat among all others.

[Jhncy Preethal Dsouza]