

CURRICULUM VITAE

JACINTHA GEETHA RODRIGUES

Building No : 4340

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Kingdom of Bahrain

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OBJECTIVE: To serve the organization at my best & seeking good position in a growing organization that will utilize my skills.

WORK EXPERIENCE :

1. **Worked as lecturer in St Antony College of Commerce Naravi, India, (From June 2013-May 2014).**

Job Role :

- Maintaining the records of each students.
- Assessment of the students.
- Delivering lecture on the subject of Accounting, Management Studies and Economics.
- Conducting Examinations and Evaluation for internal assessment.
- Guiding the students in Extra-curricular Activities.

2. **Worked in Valley Boris International Construction as an Accountant/ Secretary, Adliya, Bahrain. (From September 2014 – till November 2016).**

Job Role :

- Recording the accounting transactions and maintaining books of accounts.
- Preparation of financial statements and reporting it to the concerned person.
- Scheduling the meetings and making the travel arrangements for the Managing Director.
- Co-coordinating with the construction sites and the engineers regarding the work and their requirements in the site and reporting it to the top management.
- Attending the phone calls and responding the clients/customers for their requirements on time.
- Data entry works.
- Maintaining the records and details of the employees such as time cards and basic documentation regarding RP and CPR.
- Organizing the office properly and maintain the easy filing system to enable the employees to have access on them whenever required.

3. **Worked as Secretary / Sales support co-ordinator in Haji Ali Haji Co W.L.L., (From November 2016 to August 2018)**

Job Role :

- Answering the phone calls and receiving the queries from the customers.
- Checking for the supplier prices and getting the quotation from them.
- Preparing quotations as per the requirements.
- Giving clarification to the customers if they need further information.
- Checking for the different product lines and taking the quote from them.
- Preparing sales orders and making the necessary arrangements for the delivery of the orders.

4. Working as Show room administrator cum Secretary cum accountant in Bella Casa Blinds from September 2018 till date

Job Role :

- 1) Answering phone calls and receiving queries from customers and forwarding the queries to the concerned departments.
- 2) Scheduling G.M's meetings and replying to the emails from suppliers.
- 3) Preparing cost sheet for each project.
- 4) Entering day to day transactions in tally-vat knowledge.
- 5) Managing and distributing petty cash.
- 6) Preparing monthly and yearly statements.
- 7) Bank reconciliation.
- 8) Payroll management.
- 9) Preparing invoices and filing the vat returns.
- 10) Getting the quotations from supplier as required by our customers and coordinating with sales team to give them the quote asap.
- 11) Preparing delivery notes for the respective projects.
- 12) Interacting with customers when they come to our show room and explaining them the range of products we deal with.
- 13) Co-coordinating with sales team regarding their requirements for materials and preparing P.Os.

EDUCATION:

Course	University/Board	Institution	Year of passing	Class/Percentage
M.Com	Mangalore University	St.Mary's College, Shirva.	2013	71.11%
DEGREE (BBM)	Mangalore University	MPM College Karkala.	2011	68.84%
PUC (COMMERCE)	Department of Pre-University Education	St.Antony P.U College, Naravi.	2008	78.5%
SSLC	Karnataka Secondary Education Board.	Naravi High School, Naravi.	2006	75.04%

COMPUTER KNOWLEDGE:

- DCA- Diploma in Computer Application (Ms-word, Ms-Excel, Ms-Power point, Tally-vat, Access, Internet.)

KEY SKILLS:

- Communication skills, Leadership qualities, hard worker, Quick learner.

INTERESTS:

- Listening to music, Gardening, Cooking, Reading books etc

STRENGTHS:

- ☐ Interpersonal communication skills
- ☐ Self motivation and willing to accept responsibilities
- ☐ Hard working and keen desire to learn
- ☐ Good team player
- ☐ Good oral and written communication.

PERSONAL INFORMATION:

DATE OF BIRTH : 16th September 1990

MARITAL STATUS : Married

NATIONALITY : Indian

LANGUAGES KNOWN : English, Hindi, Kannada, Konkani

PASSPORT NO : L 6145077

CPR NO : 900934697

DECLARATION:

I hereby declare that the information given above is true to the best of my knowledge.

Place: Bahrain
Date: 04/02/2020

(JACINTHA GEETHA RODRIGUES)