**Curriculum Vitae**

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**Korina Lobo**

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**Objective**

To seek a progressive and challenging position in the field of administration or accounts where I can apply my knowledge , skills and experience to produce the best out of me constructively to achieve better prospects.

**Work Experience**

Talented and skilled accountant and Admin professional with more than 5 Plus years of collective experience with Strong management skills along with proven ability to contribute towards improvement of the operation andthe organization.

**Currently Working as Administrative and Accounts Assistant in Gems Industrial Services W.L.L., Bahrain - From Oct -2019**

* Preparing Time Sheets of Employees
* Updating the employees Database
* Preparing Employees Contracts and Offer Letters
* Responding to emails and answering calls
* Fixing up appointments
* Managing employee related documents
* Apply visa and making all necessary arrangements for travelling
* Co-coordinating with manpower consultancy to meet the requirement of the organization
* Assisting with Accounts in posting day-today transactions in Tally ERP 9

**Worked as Accountant Cum Administrator in Summerland Construction and Containers, Bahrain - From Jan -2019**

* Sending Invoice to Clients on monthly basis
* Updating daily sales transactions in tally
* Managing Petty cash and updating petty cash register
* Follow up with clients for outstanding payments
* Preparing sales and expenses report
* Preparing payroll, staff indemnity and final settlement
* Processing staff visa, travel arrangements and other legal activities related to staff
* Bank Reconciliation
* Handling and Managing overall office management activities

**Woked as Administrator cum Accountant in Asas Management**

**Consultants, Bahrain - From June -2016**

* Preparation of various letters relating to bank, bonds etc.,
* Organize and Maintain Financial Reports.
* Recommends financial actions by analyzing accounting option
* Examining Bank Statement and Reconciling with General Entries
* Preparing Pending salary and Final settlement of resigned staff
* Handling and Controlling Petty Cash on daily basis
* Follow up with clients and customers for the outstanding payment
* Co-coordinating with Suppliers on terms of payment
* Posting day today transactions like receipts, payments etc., in tally
* Responding email and calls

**Worked with Invita, Bahrain as Customer Care Executive - From November 2015**

* Providing support to victims of human trafficking
* To help individuals to develop life and domestic skills
* To help individual’s access specialist advice, advocacy and liaison services regarding their welfare, health, social care, future housing, employment and educational needs.
* To monitor and record individuals progress through their personal support plan
* To provide practical help to access and maintain independent accommodation
* Providing Legal advise to expacts who has issues regarding passport, withheld salary,

Harassment, abused etc

**Altisource(Mortgage) – Process Associate – From July 2014**

* Clearing Liens : (Code Enforcement, Utility and Municipal Lien, Tax)
* Verifying the location of the property
* Calling the related county and cities
* Updating the buyer, buyer’s agent, buyer’s attorney, selling agent listing agent about the terms and conditions of the contract.
* Sending county and cities official request
* Getting Payoff (Payoff – Document on which the lien are placed i.e. code enforcement, utility, municipal lien, tax)
* Clearing the payoff on behalf of the buyer by paying lien amount/fines on violation/water bill/charges, redemption of tax certificate and municipal liens from companies end.
* Selling the property to the right buyer on the basis of current market price and closing the deal.

**Accenture – Process Associate – From April 2013, India**

* Worked as process associate under team invoicing which deals with telecommunication industry in Brazil.
* Generating bills of customer with adding tax to the bill for different region with city hall websites.
* Providing the bill number through excel and email the end customer.

**IHS – Research Analyst – From April 2012 To September 2012**

* Researching contact details, staff and nature of company for defense, aviation, aerospace and government organizations.
* Worked on Oracle 10g database to publish directory free of cost on quarterly basis
* Sending emails to those companies frequently to confirm whether the details are correct.
* Collecting and updating the company’s details through official website

Worked as a Councilor and Lab Faculty in **“APTECH”** in 2007, **India**

**Academic Qualification**

* Bachelor Degree in Commerce (B.com) from Kuvempu University
* Pre University Degree

**Additional qualification :**

* Completed course in Tally ERP 9
* Basic course of computer (operating systems : windown XP / Microsoft Office )
* Computer programming languages (C, C++ , Java)

**Personal Details**

Name : Korina Lobo

Date of Birth : 31/10/1989

Marital Status : Married

Nationality & Gender : Indian / Female

Languages Known : English, Hindi, Kannada , Tamil

References : To be submitted if needed

Availability : Immediately

Contact Number : +000 973 37242025

**Personal Strength**

* Adaptable to any environment
* Willing to face challenges
* Ready to work hard
* Ability to take risks

**DECLARATION**

I hereby declare that all the above information are true to the best of my knowledge and belief.

Place : Bahrain

Date : (Korina Lucylda Lobo)