

Steffi Melinda Rodrigues e Pereira

Manama - Kingdom of Bahrain

Cell No: +97333021087

steffimelinda26@yahoo.com

Seeking a challenging job to enhance my knowledge and enable to use my experience and to acquire training and expertise needed for future career advancement.

- ✓ Energetic, competitive achiever who can inspire and motivate team members & co- workers, successfully manage multiple priorities and perform under pressure in a fast - paced, rapidly changing environment.
- ✓ Enthusiastic learner who quickly grasps concepts and technical skills.
- ✓ Excellent communicator and good listener.
- ✓ Conscientiousness when serving customers, pleasant and presentable appearance.

Work Experience & Responsibilities:

- **Presently working with 'The Indian Club', Manama - Kingdom of Bahrain, as an 'Office Secretary cum Receptionist from 22nd June 2015 Till Date.**

Duties & Responsibilities

- ◆ Meet & greet visitors in a friendly and polite manner
- ◆ Answer all incoming calls and respond to queries
- ◆ Deal with queries from the public and customers
- ◆ Maintain appointment diary and schedule appointments.
- ◆ Prioritising workloads and managing database
- ◆ General administrative and clerical support
- ◆ Receive and reply to emails
- ◆ Provide administrative support to all departments as and when required
- ◆ Maintaining petty cash
- ◆ Filing daily reports, office documents and keeping track of them and presenting them when needed
- ◆ Any other work assigned

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- **Worked with 'Chatim Constructions', Mapusa - Goa, as an 'Office cum Accounts Assistant' from 18th March 2013 To 29th November 2014.**

Duties & Responsibilities

- ◆ General communication duties- Telephone, Email, etc
 - ◆ Entering purchases/ sales in Tally, Bank transactions
 - ◆ Maintaining petty cash
 - ◆ Filing daily reports, office documents and keeping track of them and presenting them when needed
 - ◆ Any other work assigned
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- **Worked with 'S.B. Patil & Co. (Tax Consultant)', Mapusa – Goa, as an 'Accounts Assistant' from 1st August 2012 to 16th March 2013.**

Duties & Responsibilities

- ◆ Handled daily data entries, income/sales reports, sales receipts
 - ◆ Monthly/ quarterly management of vat returns
 - ◆ Handled bank account transactions
 - ◆ Filing daily reports, office documents and keeping track of them and presenting them when needed
 - ◆ General communication duties- Telephone, Email, etc
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- **Worked with 'Essential Personnel Services', Mapusa - Goa, as a 'Computer Operator cum Receptionist' from 1st April 2011 to 31st July 2012**

Duties & Responsibilities

- ◆ Attending incoming calls and taking messages
 - ◆ Preparing Quotation & Contract agreement
 - ◆ Filing daily reports, office documents and keeping track of them and presenting them when needed
 - ◆ Preparing monthly bills & all the necessary letters related to the company
 - ◆ Checking daily time record of employees
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- **Worked with 'Creative Impressions', Mapusa - Goa, as an 'Office Assistant' from 1st March 2008 to 31st May 2008**

Duties & Responsibilities

- ◆ Attending Customers and explaining them about various products
 - ◆ General communication duties – Telephone, Email, Scanning etc
 - ◆ Preparing the quotation for Interior designing
 - ◆ Maintaining petty cash book
 - ◆ Preparing catalogs, visiting cards, advertisements by using DTP applications.
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Educational Qualifications:

- 📖 Completed Higher Secondary Education through St. Francis Xavier's Higher Secondary School, Siolim - Goa in the year 2007.
- 📖 Completed S.S.C. through Lourdes Convent High School, Saligao - Goa in the year 2005.

Professional Qualifications:

- 💻 Completed 'Diploma in Computerised Financial Accounting' in the year 2007 & 'Diploma in Information Technology' in the year 2008 through Libra Computers Training Academy, Khorlim, Mapusa - Goa

Personal Details:

Date of Birth : 26th December 1989
Marital Status : Married
Nationality : Indian
Gender : Female
Email : steffimelinda26@yahoo.com
CPR No. : 891237976
Religion : Roman Catholic
Languages Known: English, Hindi & Konkani

Passport Details:

Passport No. : J6281118
Date of Issue : 03/06/2011
Date of Expiry : 02/06/2021
Place of Issue : Panaji - Goa

I hereby certify that the foregoing information is true and correct to the best of my knowledge, belief and ability.

Place: Bahrain

(STEFFI M. RODRIGUES e PEREIRA)