



Plubel Isabel D'souza

CAREER SUMMARY

8 years experience in providing administrative support to the team by communication, organization, bookkeeping and time management skills for the smooth functioning of the organization. Currently seeking opportunities to further my career progression.

WORK EXPERIENCE

- **Administrative Executive**
Comunidade of Mapusa, Goa, India
June 2017 till date
 - Providing quality clerical support and overseeing the operation of office.
 - Interacting with customers through phone and in-person to provide the desired information and handling hall bookings.
 - Following up with the credit customers for timely collection and issuing official receipts.
 - Handling petty cash and preparing vouchers for the same.
 - Keeping track of monthly GST and TDS.
 - Accountable for distribution of yearly dividend to the shareholders.
 - Responsible for general cashier duties.
 - Accounts payable and receivable invoices reconciliation.
 - Bank reconciliation.
- **Secretary cum Typist**
Adv. Shashank Narvekar, Mapusa, Goa, India
16/05/2016 - 31/05/2017.
 - Typing and formatting legal documents including letters, contracts, pleadings, court forms ensuring accuracy, adherence to legal formatting requirements.
 - Transcribing dictations, recorded statements, ensuring timely and accurate transcription of legal documents.
 - Managing the advocate's calendar, scheduling appointments, court appearances, meetings and sending reminders.
 - Handling incoming and outgoing communication including answering phone calls, taking messages, responding to emails.
 - Handling billing and invoicing.
 - Assisting in the preparation and filing of legal documents with the court, tracking important deadlines, and maintaining case-related records.
- **Administrative Assistant**
St. Xavier's Higher Secondary School, Mapusa, Goa, India
13/05/2015 - 26/02/2016
 - Carried out the day-to-day duties accurately and efficiently by maintaining the school data, files, documents in a systematic manner.
 - Writing and maintaining of various official school registers.
 - Handling enrollment, registration of students, collection of fees and issuing official receipt.
 - Answering phone calls, maintaining professional composure throughout interactions with visitors.
 - Handling petty cash.
 - Bank reconciliation.

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📍 Burdubai, UAE

EDUCATION

Bachelor of Commerce

St. Xavier's College
(Goa University) - 2015

SKILLS

- Proactive and a quick learner.
- Reliable and a responsible contributor.
- Flexible team player who thrives in environments requiring ability to effectively prioritize work to achieve desired results.

COMPUTER SKILLS

Diploma in Computer and Financial Accountancy

LANGUAGES

English, Hindi and Konkani

PERSONAL DETAILS

Date of Birth: 03/06/1995
Nationality: Indian
Marital Status: Married
Visa Status: Residence visa