



Roselyn Deepika Coelho

Senior Office Executive

Career Objective :

To be associated in the field where I can seize the opportunity to my best in order to attain excellence. I would like to work in an organization which offers a pleasant working environment to utilize my strength to the fullest.

Having 12 Years above of strong experience in different positions, I sincerely dedicate to bring out of me for the achievement of overall objectives & goals.

Contact :



+ 971 54 370 8703 (UAE)



roselyncoelho@gmail.com

**Passport no: T1413397 -
14/02/2029**

Education

Master of Commerce (M.Com)

St.Aloysius College, Mangalore,
India Year: 2011.

Bachelors of Commerce (B.Com)

St.Aloysius College, Mangalore,
India. Year: 2009

Experience

Entrepreneur Small Scale Business : Senior

Support Executive

March / 2022 – June / 2024

Roles and Responsibilities :

- Creating and sharing quotes.
- Insurance Advisor.
- Working on pending documents of clients.
- Coordination with sales team.
- Generating and issuing accurate customers invoices
- Processing customer payments and applying them to appropriate accounts.
- Monitoring accounts and overdue payments.
- Contacting customers to follow up on outstanding balances and arrange for payment.
- Handled data entries in ERP system.
- Handled all entries in zoho.
- Maintaining accurate and up to date records of all transactions.
- Building and maintaining positive relationships with customers to facilitate prompt payment.

Languages

English – Professional
Hindi – Professional
Kannada – Professional

IT – Skills

- Microsoft Access
 - Outlook
 - Excel Workshops
 - M-Teams
 - ZOHO
 - ERP System
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STRENGTHS

- Communication skills
- proactive with tasks.
- Team Management
- Problem-solving skills
- Accounting and bookkeeping skills
- Interpersonal skills
- Strong organizational skills
- Customer service skills

AHMED AL HOSANI COMP. TRADING

LLC. - UAE.

Position Held : Office Coordinator
Dec / 2015 – Jul / 2020.

Roles and Responsibilities :

- Maintaining overall office activities
- Customer service
- Dealing with sales team and logistics department regarding products and delivery
- Preparing invoices and quotations.
- Answering calls and responding to customers.
- Sending mails, receiving sending fax etc.
- Typing , reporting and filing all documents.
- Handling and processing orders on time.
- Helping Team in other administrative tasks
- Maintaining dairies and arranging appointments.
- Maintaining and ordering office supplies.
- Maintaining updated contact information for company employees, suppliers and customers.

COOLPEX SYNERGY- Kuwait

Position Held : Office Assistant
Oct / 2012 – Jul / 2015

Roles and Responsibilities :

- Customer service.
- Greeting / Assisting visitors when arrive at office.
- Preparing receipts and verification of payment
- Coordinating with sales team regarding products
- Maintaining the stock levels for office and submitting purchase requests to management when necessary.
- Providing necessary back up support services to manage time slips and reception duties.
- Assistance to all documentation using word, excel and power point utilities.
- Monitoring office expenditures, handling office contracts.
- Administering account receivables and account's payables.
- Coordinating with auditing process.

DECLARATION : I hear by declare that the above informed is genuine to the best of my knowledge.

Roselyn Coelho