



PROFILE

PHONE:
+971 56 523 8072

EMAIL:
benita.annmary@gmail.com

HOBBIES

Dancing
Theatre
Organising and participating in awareness campaigns

SKILLS

Tally
Microsoft Office (Word, Excel, PowerPoint, Outlook)
Office management
Project coordination
Personal skills: Problem-solver, creative, team player, flexible, good time management and organised

REFERENCES

Can be provided upon request

BENITA ANNMARY

Junior Accountant/ Administrative Assistant

EXPERIENCE

Experienced in office management, administrative support and accounting, in a demanding and fast paced environment and knowledgeable in handling confidential matters.

EDUCATION

SCMS School of Technology and Management (2015 – 2018)
Bachelors of Commerce Finance and Taxation CCPA – 7.06

WORK EXPERIENCE

Goodwill Marine Technical Solutions PVT. LTD.
Office Coordinator/In-charge
(May 2018 – July 2019)

Responsible for a variety of office management duties which include

- Managed client and administration requests
- Maintained accounts in Tally
- Prepared presentations and reports and maintained client files
- Compiled and entered client information into internal database
- Invoice processing, billing, sales and expense reporting
- Utilised communication and administrative skills to sustain positive relations with clients
- Responsible for the arrangements of all travel, scheduling meetings and handling office supplies
- Reviewed office expenses and prepared vouchers
- Coordinating and execution of CSR Activities

ACADEMIC ACHEIVEMENTS

- Researched the impact of online counterfeiting among students targeting various colleges located in the neighbourhood
Sample size: 100 students
Prepared a well-structured questionnaire on the buying habits and influencing factors towards purchase of counterfeit goods, to evaluate the awareness of the consequences
- School Subject Topper in English, Business Studies AISSCE 2014-15