



ANGELA S. LOBO

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Dubai, U.A.E.

PROFILE

Accounts Assistant with experience in billing, invoicing, accounting and admin coordination skills, Microsoft office and have maintained positive relationships with stakeholders, clients and colleagues at all levels in the organization. I am a reliable, focused, enthusiastic person seeking a position which would not only challenge me but also enable me to bring value to the organization by using the skills and experience I have acquired over the years.

SKILLS

Problem-solving and attention to detail	Excellent communication and customer service skills
Can-do attitude and willingness to learn	Effective team-player, reliable, prompt and dedicated
Anticipate & coordinate priorities/deadline	Work accurately under pressure to meet deadlines
Work well with staff & management	Adapt well to change, multi-task, resourceful & flexible

ACADEMIC QUALIFICATIONS

• Bachelor's Degree in Computer Science	1999-2002
• 'A' Levels - (London Board) Accounting & Business Studies	1998-1999
• 'O' Levels - (London Board)	1996-1997

Other qualifications

• Course in MS Office 2007/2010; MS Word, Excel & Power Point	2013
• Course in MS Access & Publisher and Secretarial Accounts	2015
• Typing Speed – 60 w.p.m.	

CAREER SUMMARY

Senior Accounts Assistant	<i>Emirates Airline</i>	<i>24 April 2016 - 13 July 2020</i>
<ul style="list-style-type: none">• Reviewing and validating invoices to enable prompt payments.• Calculating and checking to ensure the amounts are accurate.• Maintaining and updating supplier databases to enable correct validation.• Assistance provided to all internal and external stakeholders by investigating, responding and resolving their queries and complaints in an efficient, professional and timely manner.		
Executive Secretary	<i>Emirates Airline</i>	<i>14 December 2015 - 21 April 2016</i>
<ul style="list-style-type: none">• Submitting Duty Travel and medical claims; recording of attendance and overtime claims.• Prioritizing day-to-day tasks and undertake various admin requests.		
Legal Secretary	<i>Baker Botts LLP</i>	<i>07 September 2005 - 12 February 2015</i>
<ul style="list-style-type: none">• Printing and editing of pro formas; preparing invoices; tracking payments; follow up with clients and Accounts / Billing staff regarding any invoice issues and addressing those issues promptly.• Inputting of attorney billable time entries into Carpe Diem under correct client/matter codes and opening of new codes.• Organizing and updating files regularly with proper indexing; preparing binders and files for cases.• Proof-reading documents; assisting in client matters; assisting with administration requirements and reception duties.		

- Performing administration and secretarial duties to the Senior Management.
- Managing hotel reservations and special events for visiting clients.
- Providing exemplary customer service to all clients.
- Handling telephone calls, scheduling appointments & maintaining accurate confidential files.

SHORT-TERM ASSIGNMENTS

Secretary	<i>World Bank (IMF) Dubai</i>	<i>20 - 24 September 2003</i>
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- Coordination of multiple projects for the event.
- Assisted with special events for clientele.
- Managed customer relations both internally and externally.
- Demonstrated the ability to maintain composure and work efficiently in a fast-paced environment.

Administration Assistant	<i>Caltex Al Khalij</i>	<i>18 February - 03 March 2003</i>
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- Data entries and other admin duties such as fax, filing, typing and telephone calls.
- Excellent customer services and managing company's expenditures.
- Organized meetings and booked meeting rooms for senior management.

TEMPORARY ASSIGNMENTS

New Swiss General Trading Company LLC - Dubai	26 December 2002 - 04 February 2003
HES Chartered Accountants - Dubai	23 September - 07 November 2002
Dubai Electricity and Water Authority	03 - 18 September 2002

Career Summary

- Office correspondence, filing of all incoming and outgoing documentation.
- Prepared weekly presentations for the management team.
- Assisted with the general accounts of the company.
- Managing schedules of senior management; weekly meetings, minutes, attending calls and faxing.

PERSONAL DETAILS

Date of Birth	:	13 January 1981
Status	:	Married
Nationality	:	Indian
Languages Known	:	English, Hindi
Visa Status	:	Husband's sponsorship