

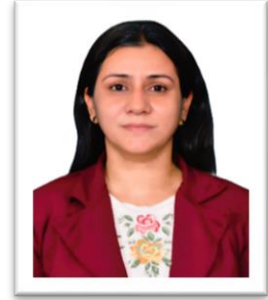
CURRICULAM VITAE

JOYLET NIRMALA D'SOUZA

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Visa status: Freelance Visa valid up to 2025



PROFILE SUMMARY

A passionate professional with more than 12 years of experience as an *Admin Assistant, HR Assistant, Document Controller, Secretary, Virtual Assistant and Tutor*, includes working with leading companies like Hyundai and Samsung. I am an enthusiastic individual with superior skills in both team based and independent capacities.

Currently based in Dubai and available to join immediately.

WORK EXPERIENCE

Tutor (Part time)- Dubai

01/01/2024- present

- Providing tuitions from Grade 1 to Grade 7

Secretary (Temporary)- ACS- Dubai

05/2023- 07/2023

- Sorting and distributing correspondence and the reports as required by MD
- Ensuring information is accurate and valid by checking, creating and updating records
- Plan and schedule meetings and appointments and also manage incoming and outgoing calls on behalf of MD
- Keeping a track of staff attendance

Virtual Assistant (Freelance)/ Tutor- Kuwait

03/2020- 03/2023

- Worked as a replacement employee in Kuwait, mainly as a Virtual Assistant and have maintained positive work ethic and commitment
- Sorting and distributing the correspondences and managing heavy load administrative tasks
- Have provided tuitions for Grade 1 to Grade 7 in all subjects and also provided IELTS training

Admin & HR Assistant- Hyundai WIA Pvt. Lt.- India

04/2015- 08/2019

- Assisting in HR activities: verifying backgrounds of newly hired employees, screening and selecting the CVs for the interview and coordinate with the recruitment- communication with the candidate, schedule interview and provide feedback
- Providing assistance in various departments, reviewing reports, conducting studies and correspondence
- Going through various customers invoices, updating them and keeping a track on stationary items
- Preparation of employment contract

Document Controller- Samsung C&T- Kuwait

10/2011- 10/2013

- Handling Project Record Books, keeping a track of project's documentation on daily basis and identifying, organizing and supplying documents to the necessary departments on the daily basis
- Assisting in providing accurate cost accounting monthly report
- Preparation of gate pass and the follow up procedure with the PRO

Document Controller- Hyundai Heavy Industries- Kuwait

07/2009- 09/2011

- Working with the team and assisting Managers of the respective departments
- Updating daily report, distributing the necessary documents to the respective departments and keeping a track of documents in the Project Record Book
- Preparation of documents in a file as well as the excel sheet

HR & Accounts Assistant (Temporary)- French Food Company- Kuwait

01/2009- 06/2009

- Informing customers of the overdue accounts and preparing timely financial report and also preparing the daily invoices
- Contacting the candidates for the interview and confirming the appointment

Secretary (Temporary)- ELM Trading Company- Kuwait

10/2008- 12/2008

- Answering calls and sending mails on the behalf of CEO
- Attending meeting and preparing MOM
- Performing all the secretarial duties for the CEO

EDUCATION

- Master of Business Administration- LPU Punjab- India
2021- 2023
- Bachelor of Commerce- Mangalore University- India
2003- 2006

CERTIFICATIONS

- Microsoft Office
- Travel and Tourism

SKILLS

- Microsoft Office skills
- Organizational, strategic planning and scheduling
- Time management
- Swift in typing, verbal and written communication

OTHER INFORMATION

- Languages: English (fluent) and Hindi (native)
- Holding an Indian driving license
- References available upon request

THANK YOU