

# SUJITHA DSOUZA

## RECEPTIONIST/OFFICE ADMINISTRATOR / ACCOUNTS ASSISTANT



### ABOUT ME

Dedicated professional with experience in handling receptionist area, office administration and accounting. Skilled in office management, record keeping and office coordination. Proficient in Tally and MS Office with strong attention to detail and organization

### CONTACT

+97470495319

sujithadsouza18@gmail.com

Qatar

Valid QID(Transferable)

### SKILLS

- Excellent communication
- Attention to detail & accuracy
- Time management
- Confidentiality & integrity
- Team Player
- Bookkeeping & data entry
- Accounts payable & receivable management
- Bank reconciliation
- Tally ERP / Advanced MS Excel
- Invoice preparation & billing
- Financial reporting support
- Vat Basics

### Computer Skills

- Advanced Excel
- Accounting In Tally
- GCC Vat
- Office Productivity Tools
- Power BI

### Languages

- English
- Hindi
- Kannada



### WORK EXPERIENCE

2020-2025

#### Receptionist Cum Office Administrator

Weather Cool Technical Services -Dubai UAE

- Handled phone calls, emails, and customer inquiries
- Managed daily office administration and documentation
- Used Workever CRM to create, schedule, and track service jobs
- Assigned work orders to technicians and monitored job progress
- Maintained customer records and service history in CRM
- Prepared quotations, invoices, and job completion reports
- Coordinated with technicians, supervisors, and customers
- Updated job status and ensured timely service delivery
- Prepared daily and weekly operational reports

2015-2020

#### Office Administrator Cum Accounts Assistant

Kasturba Hospital Manipal -India

- Handle day-to-day administrative operations in the hospital or assigned department.
- Maintain patient and staff records, correspondence, and documentation accurately.
- Managed hospital administrative operations
- Used UBQ software for patient registration and records
- Maintained OPD/IPD data with accuracy
- Prepared reports and data sheets using MS Excel
- Coordinated with doctors, staff, and patients
- Generated reports from UBQ software
- Used MS Excel VLOOKUP to match and verify patient and billing data
- Maintained OPD/IPD records with data validation

2014-2015

#### Karan Tax Consultancy and Services- India

Accounts Assistant

- Handling the day-to-day Transactions.
- Preparation of reports regarding sales, purchases orders.
- Accounting in Tally software.
- Calculating Employees provident fund using MS Excel



### EDUCATION

2011-2014

#### Bachelor of Commerce

Manglore University