



Ashby Dsouza

Highly organized & detail-oriented worker, with a drive to exceed expectations. Ability to analyze data, develop strategies & provide solutions to complex problems seeking to leverage skills & knowledge to contribute to team success.



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Dubai, United Arab Emirates

Work Experience

EUROFIRE & SAFETY LLC, DUBAI | JUNE 2021 – MAY 2023

Admin Coordinator

- Report to top management & keeping touch with management to develop strategies.
- Carrying out tasks such as processing information, completing paperwork, and filing documents etc.
- Managed in the new, using an allied quote process by researching items & gathering pricing information.
- Carrying out administrative tasks such as Processing information, completing paperworks & filing documents etc.
- Managed in the new, using an allied quote process by researching items and gathering pricing information.
- Working with internal departments as needed to gather pricing for sale reports to add for the customer quotations.
- Creating new customers in CRM. Modifying existing customers and contacts as needed.

Certifications, Projects & Achievements

- Digital Marketing Certification by Google – 2021
- Captain of 10 Grade School Basketball team, Alappuzha, Kerala in the year 2015
- Won 2nd Prize in Basketball at state level competition for Academic year 2015.
- Dissertation – University of west of Scotland [Research]
Thesis Title (Impacts of job stress on employee performance)

Languages

English & Malayalam

Computer Skills

Knowledge of MS Office (Excel, Word, Outlook, Power Point), Real Soft, CRM & Tally
Good at using different operating systems.
Excellent typing skills

Educational History

University of the west of Scotland | 2018 - 2021

Major in Bachelor of Arts (B.A.) in International Business & Finance with ACCA.

Association of Certified Chartered Accountant (ACCA) Part-Qualified-9 Papers

St. Josephs. G.H.S.S, Alappuzha, Kerala, India | 2015 - 2018

Grade 10 & 12

Major in Commerce.

Skills

- Financial record keeping
- Computer proficiency
- Report creation
- Customer support
- Extreme accountability & ownership
- Ability to work under pressure.
- Ability to leverage technology.
- Ability to prepare journal entries.

Personal Profile

UAE Driving License

Nationality: Indian

Marital Status: Single

Age: 23

Visa: Residence visa

Hobbies

Sports, Travelling, Listening to Music & Reading books.