



MELISHA MASCARENHAS

ADMINISTRATIVE AND OPERATIONS EXECUTIVE

WORK EXPERIENCE:

FATHER MULLER HOSPITAL (TUMBAY)

Administrative Assistant

(JUNE 2019 To SEPT 2020)

- ❖ Supervision of Administrative Tasks.
- ❖ Greeting Customers in a Professional & Friendly manner.
- ❖ Scheduling of Meetings & Booking Appointments.
- ❖ Maintaining & Managing of Customer details in the database.
- ❖ Processing of Cash, Credit and Cheque Transactions.
- ❖ Maintaining, Recording and updating the Financial Records and Accounting transactions in the Database.
- ❖ Reconciling bank statements with the Ledgers and auditing of all the transactions, and daily, monthly closing of books.
- ❖ Keeping the Account of Cash & Cash Register.
- ❖ Tracking & Maintaining the records of Purchases, Purchase Returns, Sales & Sales Returns.
- ❖ Managing the Billing process and Finalizing of the bills.
- ❖ Documentation of office documents & maintaining of the files.
- ❖ Communicating with Clients via E-mails and providing necessary assistance.
- ❖ Assisting the Accounts and other departments as required and ensuring smooth work flow.

GANESH MEDICALS (MANGALORE)

Receptionist cum Cashier

(APRIL 2021 To DEC 2022)

- ❖ Updating of Accounting transactions i.e., Payments & Receipts in the Database.
- ❖ Reconciling of bank statements with the entries of day-to-day transactions.
- ❖ Managing of Online Booking and reservations.
- ❖ Providing of Assistance to Patients over the phone and giving them necessary guidance.
- ❖ Providing of Consultancy services about the medicines, products, pricing regulations and discount strategy.
- ❖ Supervision Cashier related functions & allocated of charges to individual patients in the database.
- ❖ Expert in payment, receipt & cash handling policies & procedures.
- ❖ Managing and reporting any usual occurrences or special requests to the Manager and ensuring the completion of such duties.
- ❖ Following all the safety & emergency procedures.
- ❖ Coordinating with all the staff to ensure all the duties are undertaken and completed effortlessly.

EDUCATIONAL QUALIFICATION:

✓ BACHELOR OF COMMERCE (B.COM)

Carmel College, Modankap

(2015 - 2018)

✓ DIPLOMA IN COMPUTER APPLICATIONS

CONTRACT DETAILS:



Phone / WhatsApp

+971 50 439 8260



Email

melishamascarenhas90@gmail.com



Address

Dubai, UAE

SKILL HIGHLIGHTS:

- + TALLY ERP – 9.
- + MS OFFICE.
- + BASIC COMPUTER SKILLS.
- + POS SYSTEMS.

HOBBIES & INTERESTS:

- + Article writing.
- + Gardening.
- + Dancing.
- + Cooking.

PERSONAL DETAILS:

DATE OF BIRTH: 22 DEC 1997

SOCIAL STATUS: SINGLE

LANGUAGES KNOWN:

- + ENGLISH
- + HINDI
- + KANNADA
- + KONKANI
- + TULU