

**CURRICULUM VITAE****Shainie Matilda Lewis**E- mail: [shainiewl@gmail.com](mailto:shainiewl@gmail.com)

Hand phone: +971 56 7788377

**STATEMENT OF PURPOSE:**

To be a part of a reputable organization where I can sharpen my skills, to demonstrate my knowledge as well and merely to take part of the achievements of it by contributing my capabilities and to excel what I can do more for the progress of the company itself to be on top and be the best among the rest.

**STRENGTHS:**

- Quick understanding and grasping of situations and ability to work under pressure.
- Strong communications and interpersonal skills.
- Fertile and imaginative mind with excellent communications capabilities.
- Capacity to organize and ability to work in a team.
- Able to coordinate multiple duties and meet deadlines under pressure.
- Ability to adapt quickly to challenges and changing environment.
- Sincere, hardworking and commitment to excel in any given field.
- A self-directed worker with superior time management skills.
- Fully discreet and confidential in all office matters.

**PROFESSIONAL QUALIFICATION:**

| Degree or Diploma | Board/University      | Institution                            | Year of Passing | Grade or Class  |
|-------------------|-----------------------|--|-----------------|-----------------|
| <b>PGDCA</b>      | Mangalore University  | St.Aloysious College, Mangalore        | 2007-2008       | A+<br>86%       |
| <b>B.COM</b>      | Mangalore             | Pompie college –Aikala                 | 2004-2007       | First<br>62%    |
| <b>P.U.C</b>      | Karnataka State Board | Pompie Pre University college – Aikala | 2002-2004       | First<br>79.05% |
| <b>S.S.L.C</b>    | Karnataka State Board | St.Paul's high school- Balkunje        | 2001-2002       | First<br>75.04% |

**EXPERIENCE DETAILS:**

**1. Admin Executive in “ATC Albatros Tea and Coffee DMCC” – Jabel Ali FreeZone (Dubai, UAE) from 1<sup>st</sup> February 2013 – September 2018.**

**Job Responsibilities:**

- Preparing Purchase Order and Coordinating with the Supplier.
- Preparing material request for the quotes received and co-ordinate with vendor for timely delivery.
- Looking after the Inventory/ Stock and making order.
- Responsible for clearing Customs Documents (Import & Export Documents)
- Responsible for Documentation of Bill of Entries (BOE)
- Applying and collecting “Certificate of Origin” from “Chamber of Commerce”.
- Booking trailers and pickups for import and export of materials.
- Responsible for verifying dates of shipment and inspection, receiving pre-production sample, approval on packaging, payment procedure and handling all shipment documentations.
- Follow up with freight forwarder to get original B/L and delivery orders, freight invoices etc.
- Prepare authorization to clearing agents and customs authorities to clear shipments.
- Follow up with our clearing agents the status of all shipments under clearance and report it to the Manager on daily basis.
- Prepare the request for payment for clearing agents and advance payment for high value shipments.
- Follow up with clearing agents until the arrival of goods to our warehouse.
- Check & Verify details of the Bill of Entry According to the Vendor Invoice, packing List, BOE no, Country of Origin, Quantity & Value.
- Responsible for attestation of export documents by Ministry of Foreign Affairs and Egyptian Embassy.

**2. Admin Assistant in “Center Stage Management” (Dubai, UAE) from 1<sup>st</sup> May 2011 – December 2012.**

**Job Responsibilities:**

- Manage and maintain executives’ schedules, appointments and travel arrangements.
- Assisting the entire team, from the Managing Director down to Managers.
- Ensuring the accuracy of continuous ticket sales; daily tasks include accounting for all the tickets and merchandise. Sourcing staff required for all events.
- Emailing clients regarding their queries and requests.

- Performs standard administrative duties of handling mail, tracking expenses, managing petty cash, filing, computer work, etc.
- Preparing, maintaining, and reviewing purchasing files, reports and price lists. Comparing prices, specifications, and delivery dates in order to determine the best rates among potential suppliers.
- Receive and separate mails based on level of urgency. Keep close track of mails that require action, such as signatures.
- Receiving quotations from various supplier and prepare LPO's for the approved quotations.
- Supervise purchasing of office, company stationeries, business cards and co-ordinate major purchases with the main office.
- Performs general and program specific clerical functions (e.g. answering the telephones, distributing purchase orders, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Preparing minutes of Meeting.

**3. Worked as an Office Administrator in “Reon Consultancy Services” Moodbidri (Mangalore) from June 2009 to November 2010.**

**Job Responsibilities:**

- Supervising the entire work of the Consultancy in the absence of the Manager,
- Handling all transactions of the customer regarding Life Insurance Corporation of India.
- Handle confidential paper work for office as needed, i.e. type evaluations, submit health insurance applications and submit all new-hire paper work as required and on time.
- Communicate professionally and appropriately with Representatives of outside firm.
- Attending all inbound and outbound calls,
- Handling all mails and dispatching them.
- Handling Money Gram, Express Money and Western Union transactions.
- Arranging and scheduling the Air tickets as per the requirements of the customer.
- Arranging and Scheduling meetings and Conferences, Preparing minutes of the meetings,
- Preparing Profit & Loss A/c, Balance sheet, MIS Report to Management.
- Maintaining staff profiles, staff List & the Staff Attendance.
- Passing out entries in the books of accounts i.e. Journal, Ledger, and Cash books.
- Perform clerical duties such as sorting mail, filing and typing, operates variety of general office equipment.
- Sort documents and posts, debits/credits to proper account. Balance entries and make necessary corrections.

**4. Worked as an Office Assistant in “Abish Builders & Developers” Mangalore from July 2008 to May 2009.**

**Job Responsibilities:**

- Maintain Office and building file system including archiving files using company guidelines.
- Responsible for co-ordination of any office moves or office renovations and supervise repair and maintenance of office equipments
- Dealing with customer's payment and collections.
- Create and track Tenant Improvement, Construction contracts and invoices.
- Supervise purchasing of office, company stationeries, business cards and co-ordinate major purchases with the main office.
- Making Suppliers Payments & Booking purchase Invoices.
- Responsible for typing, proofing and filing correspondence, writing letters, Memo's and transmittals, developing and co-coordinating reports, copying and distributing mail and faxes.
- Maintain and coordinate itineraries, schedule appointments, prepare expense reports and make travel arrangements.
- Maintains purchasing documents, files and records (e.g. Requests for Proposal, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

**COMPUTER PROFICIENCY:**

- Operating Systems: MacOS10/Windows XP/2007/ Windows Vista.
- Microsoft Word, Excel, Power point, MS access, VB.Net, C, C++, Oracle, Web Design & internet.
- TALLY 7.2
- Desk Top Publishing (DTP) i.e.; Page Maker, Corel Draw, Adobe Photoshop, Adobe illustrator.

**PROJECT (S) UNDERTAKEN:**

Successfully completed Project on Premium Calculation and Management of 'BIRLA SUNLIFE INSURANCE COMPANY' Using Visual Basic and Ms Access in year 2008.

**PERSONAL DETAILS**

**Name** : **Shainie Matilda Lewis**  
**Date of Birth** : **16<sup>th</sup> November 1986**  
**Sex** : **Female**  
**Marital Status** : **Married**  
**Religion** : **Roman Catholic**  
**Nationality** : **Indian**  
**Visa Status** : **Husband Sponsored Residence Visa**  
**Passport Details** : **Pass port no H9918651**  
**Languages known** : **English, Hindi, Kannada, Konkani  
And Tulu**

**DECLARATION:**

**I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.**

SHAINIE MATILDA LEWIS