**CURRICULAM VITAE**

**Erica D’souza**

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# CAREER OBJECTIVE

* Seeking a challenging position to utilize my skills and abilities this offers a professional growth while being resourceful, innovative and flexible.
* To add value to the organization by working sincerely on the task aligned to me



# CAREER COMPUTATION

* Worked at **Poonawalla Finance at Head office (Viman Nagar Pune) as a FOE in Administration department since 27th Jan 2020**
* Worked as a **Front Office Executive in JLL Facility Management Services at HCL Technologies Ltd from for 1 year.**
* Worked as a **Front Office Executive in Kakade Associates at City Point Pune for 1.5 years**
* Worked as a **Front Office Executive in Sodexo & Manpower at HCL Technologies Ltd**
* Worked as a **Front Office Executive in Oak Wood Hotel at Deccan, Bhandarkar Road, Pune.**



# FUNCTIONAL EXPERTISE

* Vendor Management
* Invoice record Management
* Handling the Main reception
* Doing all the Administration responsibilities
* Providing ID card, Visiting card details for printing to the vendor
* Issuing joining kit to all the new joinees (Basic stationery, Sim Card, Diary or Notepad, VIP Pen)
* Ordering all the stationery, Pantry, HK Material for Head office & all the branches all over India
* Checking all the cleaning for in all the cabins checking the basic stationery & issuing the same as required
* Taking quote for the things required at HO & all the branches from the vendor
* Handling CEO cabin all the requirements
* Visiting record Management
* Stationery Record Management
* VIP Pantry & Pantry record Management
* HK material record Management
* Cherise machine (Coffee Machine) checking all the requirement and ordering the material from vendor
* Preparing daily, weekly, monthly reports related to responsible areas.
* Preparing snag lists for the newly constructed building.
* Manpower management.
* Planning & control of activities for the soft services activities at IT building.
* Also handling soft services requirement on site.
* Handling soft services team manpower.
* Improve the performance as per daily basis tracker.
* Handled the manpower of 20 employee each site.
* Handling all the vendors for all HCL location.
* Taking vendor follow up for all the sites of HCL.



# KEY TASK PERFORMED

# Poonawalla Finance Pvt Ltd at Viman Nagar Pune.

* Vendor Management
* Invoice record Management
* Handling the Main reception
* Doing all the Administration responsibilities
* Providing ID card, Visiting card details for printing to the vendor
* Issuing joining kit to all the new joinees (Basic stationery, Sim Card, Diary or Notepad, VIP Pen)
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* Visiting record Management
* Stationery Record Management
* VIP Pantry & Pantry record Management
* HK material record Management
* Cherise machine (Coffee Machine) checking all the requirement and ordering the material from vendor



**EDUCATIONAL CREDENTIALS**

* **Graduate in Commerce from Pune University in 2019 with 62%**
* **HSC in Commerce from Pune University in 2016 with 50%**
* **SSC from Maharashtra State board in 2014 with 72%**



**PROFESSIONAL SKILLS**

**Computer Skills**

* MS Office Suite: MSWord, Advance Excel, Power Point
* Poster Making for Events
* Tally
* Internet Skills,
* Can prepare PPT’s & report



# Personal Details

* **Date of Birth :** **20-10-1997**
* **Personal Strength :** Good Leadership Qualities, communication, Managing, Directing, Administration Skills
* **Hobbies**  : I love Travelling and exploring new places.

Meet peoples and learning new Skills.

Love to learn new songs & want to learn music instrument.

**Local Address**: **H. No. 489/ 12 Cacumoddy Xeldem Quepuem Goa- 403705**

# Declaration

I hereby declare that the information provided above is true to the best of my knowledge.

**Date:**

**Place:**

**Erica D’souza**