

# CV No 2009100

# ANCIL CAROL NORONHA

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**Current Location : Dubai**

**Visa Status : Valid till Feb 6th 2017.**

**Interested Fields:**Accounts/Admin/HR Assistant/Secretary/Front Office/Receptionist

 **Previous Designation:** Hr Executive cum CSA

**Preferred Location :**Dubai

# AREA OF EXPERTISE

* End to end recruitment, sourcing, staffing, scoping and on boarding candidates
* Screening, short listing candidates sourced through portals like Naukri, Monster, Times jobs and LinkedIn and validating them on their experience and interest.
* Handled major projects in our company as well as maintained accounts of the company.
* Knowledge of accounts, Tally ERP9 and Data Entry.

# PROFILE SYNOPSIS

Here have completed Bachelor of Commerce (B Com). The Positive and helpful attitude, proactive, well organized, and multilingual leader with excellent communication, interpersonal, problem solving, decision making, organizing, time management and leadership skills. Adapt at developing long-term relations with customers with honesty and trustworthiness.

# OCCUPATIONAL CONTOUR

**Designation:** HR Executive cum CSA

**Work Period:** 7th Oct, 2014 to 31st Oct, 2016

**Key Responsibilities:**

* Interacting with clients and understanding the requirements.
* Maintaining database of prospective candidates.
* Sourcing talent through job portals like Times jobs, Naukri etc.
* Referring internal database, Employee referrals etc.
* Screening and short listing candidates profile as per the requirements of clients.
* Scrutinizing prescreening & tele interviewing the candidates.
* Scheduling & coordinating the interview between Client & candidate.
* Job porting and bulk mailing.
* Taking feedback after the interview.
* Maintaining co-ordination between the candidates
* Handling projects in each department like local and overseas.

# PREVIOUS COMPANIES

Company: MAKS INFOTECH

**Designation:** Business Development Officer

**Work Period:** 7th Nov, 2013 to 30th May, 2014

**Key Responsibilities:**

* Handling enquiry, counseling with new students.
* Keeping the record of data of the students accordingly.
* Suggesting the students for the particular course provided in the institute.
* Responsible for giving satisfaction to students about the various facilities and courses.
* Ask for the feedback for the facilities.
* Preparing, maintaining and updating students records and send them to the companies and Consultancies so that best talent could be picked up.

Company: COMMERCIAL ACCOUNTANT

**Designation:** Data Entry Trainee

**Experience:**Accounts, tax calculation.

**Work Period:**25th May, 2013 to 5th Nov, 2013

**Key Responsibilities:**

* Maintain Daily Transactions Of Accounts
* Trained to calculate Value Added Tax and Service tax
* Prepared general ledger and journal vouchers
* Assisting to prepare month end journals and balance sheet of the various companies.
* Maintaining monthly ledger of the commercial companies and processing for audit

# ACADEMIC CREDENTIALS

# 2013 Bachelor of Commerce Rosario College of Management Studies, Mangalore University

# 2010 PUC St Raymond’s PU College, Mangalore, Karnataka

# 2008 SSLC St Joseph’s English Medium High School Mangalore, Karnataka

# ADDITIONAL COURSE

**2013 Tally ERP 9.0 & computer Training Shree Devi Institute, Mangalore**

**ASSETS**

* Dedication and Drive as a Hard-working individual.
* Ability to work under pressure.
* Always striving to be a well-rounded person with more dimensions & problem solving.
* Always ready to shoulder any responsibility entrusted to perform.
* Good understanding of issues, quick and avid learner with very good team spirit.
* Good working knowledge of windows range of operating systems and software.

# PERSONAL DOSSIER

Date of Birth : 23/02/1993

Marital Status : Single

Languages Known : English, Hindi and Kannada

Nationality : Indian

Date: **Ancil Carol Noronha**

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| **ANCIL CAROL NORONHA – CV No 2009100**Whatsapp +971504753686To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |