

RESUME

SABINA FERNANDES

MAILING ADDRESS : DEVIKI APTS
BAKUL COLONY ROAD 2, ACOI VILLAGE
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JOB RESPONSIBILITIES:

Generally handling all office administration duties. Registering & tracking inward & outward mail. Scanning the same, forwarding it to the various Dept. Heads/CEO's/relevant people. Collecting data, documents, despatching the same or working on it. Receiving/making tel. calls, conveying and co-ordinating messages. Scheduling appointments with officials in all hierarchy within and outside the office. Screening visitors, keeping appointments, drawing up itineraries for the day. Maintaining Petty cash & petty cash vouchers/registers. Making hotel and air travel bookings/arrangements, drawing up travel itineraries, etc. Sometimes screening candidates, choosing and training them for administrative or secretarial jobs (as the case may be). Making project reports & statements. Getting together proposals & bids for World Bank and other such international funding agencies. Filing income tax returns. Independent correspondence. Hospitality for visitors & associates for the President's office. Co-ordinating social & formal parties/gatherings; Arranging press releases, events management, catering, etc. for these gatherings.

WORK EXPERIENCE:

Black & Veatch Consulting Pvt. Ltd., (a wholly owned subsidiary of the Black & Veatch Corporation, USA) (Oct 2003 to June 2019) – DY. ADMIN MANAGER

**MRS Packaging, Jebel Ali, Dubai (Jan 2003 to Jul 2003)
EXECUTIVE SECRETARY TO MANAGING DIRECTOR**

Mahindra & Mahindra Group

Jun 1994 to Dec 2003.

**EXEC. SECRETARY TO EXEC. DIRECTOR & PRESIDENT
OF INFRASTRUCTURE DEV. SECTOR OF THE
MAHINDRA GROUP.**

Press Syndicate Ltd., (the in-house advertising agency of Mahindra & Mahindra Ltd.) (Feb 1990 - Jun 1994)
PERSONAL ASSISTANT TO EXEC. VICE PRESIDENT & later on to the Chairman as well.

ABM Architects Pvt. Ltd (Aug 1987 - Feb 1990).
PERSONAL ASSISTANT TO DIRECTOR

Searle India Ltd (Apr -Aug 1986)
STENOGRAPHER

Sonny Estates Pvt. Ltd. (Dec 1984 -Dec 1985)
PERSONAL SECRETARY TO DIRECTOR

U-Sales {a chemical trading firm} (Dec 1983- Nov 1984)
SECRETARY/ADMN. ASSISTANT

Elbee Dugal Engineering Co. Pvt. Ltd (Jul - Sept 1983)
OFFICE ASSISTANT -

ACADEMIC
QUALIFICATIONS:

B.Com - (1983) Ruparel College, Mumbai

HSC - (1980) Hislop College, Nagpur,-

SSC-(1978) St. Joseph's Convent, Mumbai

SECRETARIAL
QUALIFICATIONS:

Secretarial Course - Bandra Commercial Classes

DATE OF BIRTH:

05.12.1962