



JOYLEN D'SOUZA

ADMIN & OPERATIONS

Contact



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Education

Bachelor's Degree in Business Administration 2020-2023
VVM Shree Damodar

Fr. Basilio Andrade Memorial Higher Secondary School 2018 - 2020
Commerce, Goa Board

St. Therese's High School 2018
Goa Board

Skills

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Quick learner with a proactive approach to tasks and challenges



Profile

I'm a Business Administration Graduate from VVM Shree Damodar College of Commerce and Economics with hands-on experience in Project Coordination, Finance, and Management. Proficient in coordinating with Engineering teams, Contractors, and Project manager to streamline operations and ensure efficient project execution. Skilled in handling performance reporting, recruitment processes, and payment management. Additionally, proficient in **SAP software** for financial and operational management. Highly motivated and detail-oriented, eager to contribute to a dynamic organization while continuously enhancing professional skills.

My objective is to consistently enhance my skills, uphold values of dedication, sincerity, and integrity, and actively seek opportunities for both personal and professional growth. I am committed to learning, improving, and sincerely making meaningful contributions to any challenges that come my way.



Experience



National Highways Authority of India -
Computer Operator | June 2024 - April 2025

- Coordinate between engineering teams, contractors, and project managers to align project tasks and schedules.
- Create detailed project reports and performance metrics, using data analysis to guide decision-making and strategic planning
- Kept the project on track by managing data entry, document handling, and software updates efficiently.
- Handled management duties, including recruitment, reviewing CVs of subcontractor personnel for the consultant team, and overseeing the payment processing for the consultant team
- Monitored and updated grievance statuses, coordinating with relevant departments to address grievances related to ongoing highway infrastructure project work, traffic management, and safety issues, ensuring timely and effective responses.
- Drafted, reviewed, and submitted responses to RTI applications, collaborating with relevant departments to gather the necessary information in a timely manner.
- Collaborated with teams to review project milestones, ensuring all tasks were completed on schedule and within scope.
- Reviewed monthly progress reports from contractors and consultants, highlighting key issues and suggesting corrective actions.
- Coordinated daily correspondence and administrative tasks, facilitating efficient communication and operational processes



ITC GRAND GOA - Finance Apprentice
Oct 2023 - Feb 2024

Purchase Dept & Accounts Payable -SAP Software

- Posted purchase orders using SAP software for accurate transaction recording.
- Created new contracts for vendor agreements and managed contract documentation.

- Registered bills and processed them in a timely manner for proper financial tracking.
- Coordinated with internal departments to ensure invoice accuracy and proper cost allocation on purchase orders.
- Managed and updated the database, performing data entry to ensure up-to-date records for reporting and audit purposes.
- Generated bills payable and maintained communication with vendors to resolve discrepancies.
- Followed up on GST filing and ensured timely submissions in compliance with regulatory requirements.
- Reviewed invoices and supporting documents for accuracy, ensuring proper documentation for financial records.



Paradeep Phosphates Limited - Finance Department Internship Jan 2023 - April 2023

- Assisted in preparing and processing accounts payable, ensuring timely payments.
- Supported GST filing and compliance procedures.
- Reviewed invoices, purchase orders, and supporting documents for accuracy.
- Managed financial records, ensuring proper documentation and database accuracy.
- Performed data entry and reconciliation of accounts to maintain updated records.
- Coordinated with vendors and internal teams for payment processing and issue resolution.



CERTIFICATIONS

- Technical Analysis of Stock's - Aarna Financial Services
- Certification in Excel
- NCC Army wing- B certificate
- Accounting Fundamentals - Corporate Finance Institute



Extra Curricular

- Certificate of Merit Obtained Shri G.M Daivajna Prize for highest marks in Direct Taxes in Sem 3
Shree Damodar Collage of Commerce and Economics Jan 2023
- Finalist at Moneta 2022 "Debate" Competition
R. A. Podar College of Commerce & Economics Jan 2023
- Participation Certificate in Digital Disruption in Mutual Funds
Shree Damodar Collage of Commerce and Economics Jan 2023