Sheryl

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Objective

Seeking a challenging position, utilizing my abilities developed through experience and education in the information technology industry with an opportunity for career growth being resourceful, innovative and flexible and to promote the growth of the organization.

I am consistent, hardworking and a motivated person. I am friendly, outgoing and a dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

Work History

Organization: BAJAJ Channamma Motor, Hubli, Karnataka

Designation: Office assistant

Period: 2 years

Job Role

* Co-ordinate messenger, clerical duties, receive, sort and distribute incoming mail
* Update and maintain databases, contact lists, mailing lists and clients information.
* Maintaining supplies and equipment, picking-up and delivering items, serving customers.
* Organize office and assist associates in ways that optimize procedures
* Sort and distribute communications in a timely manner
* Create and update records ensuring accuracy and validity of information
* Schedule and plan meetings and appointments
* Monitor level of supplies and handle shortages
* Resolve office-related malfunctions and respond to requests or issues
* Coordinate with other departments to ensure compliance with established policies
* Maintain trusting relationships with suppliers, customers and colleagues
* Perform receptionist duties when needed

Qualifications

|  |  |  |
| --- | --- | --- |
| Examination | Institution | Year of Passing |

|  |  |  |
| --- | --- | --- |
| BCA | Fatima B.C.A college | 2015 |
| PUC | Fatima comp pre-university college (English medium) | 2012 |
| SSLC | St.Andrews English medium school | 2010 |

Certified Courses

|  |  |  |
| --- | --- | --- |
| Topics | Institution | Year |

|  |  |  |
| --- | --- | --- |
| Computer Fundamental MS office, Internet & soft skills | ACCPL Training Division | 2016 |
| Computer Programming | LCC | 2016 |
| Tally | Mice Computer Education | 2017 |

Achievements

1) Participation in state level group play competition organized by BELGAUM institute of Management Studies in 2013.

2) Participation in state level IT Fest held in 2013 at JSS manjunatheshwara Institute of UG & PG DHARWAD Karnataka.

3) First place in CREATIVITY at National level Management Event-2015 conducted at KLS Institute of Management Education & Research BELAGAVI Karnataka.

4) Participation in National level Entrepreneurship fest-2015 at K.L.E Society’s IMSR MBA College HUBLI Karnataka.

Strengths

* Patience
* Communication skills
* Positive attitude
* Adaptable to different and multicultural environment
* Time management
* Good team player
* Quick learner
* Self-confident
* Contribute to the healthy functioning of the organization

Personal details

Languages known : English, Kannada, Hindi, Tamil, Telugu

Expected location : Abu Dhabi UAE

Date of expiry : 03/08/2025

Visa status : Visit Visa

### Reference:

I hereby declare that the above-mentioned details are true to the best of my belief and knowledge.