**BIO-DATA**

**GRADUATION: -** Passed Bachelor of Computer Applications in first class

**OBJECTIVE**

To pursue a highly challenging career and work closely with a team of highly experienced professionals so as to enable myself to grow along with the firm.

**EDUCATION: -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Year of Passing** | **Institute** | **Board/ University** | **Class** |
| B.C.A | 2014 | Rosary College Of Commerce & Arts | Goa University | First |
| H.S.S.C | 2011 | Damodar Higher Secondary School | Goa Board | Second |
| S.S.C | 2008 | Rosary High School | Goa Board | Second |

**WORK EXPERIENCE: -**

* In the second year of B.C.A I had done Job training in Smart link Network Systems Ltd. in HR & Administration department.

**AWARDS AND ACHIEVEMENTS: -**

* Awarded first place in Inter-collegiate skit competition in 2011
* Awarded first place in singing competition in 2010
* Awarded first place in dance competition in 2009

**COMPUTER & SOFTWARE SKILLS: -**

* Well versed with Internet and referencing using the same.
* Conversant with Microsoft Office (Word, Excel & Power point)
* Other Software Skills: PDF converter, Adobe Photoshop, Coral Draw, Movie Maker, Audio Mixer, etc.

**SKILLS & KNOWLEDGE: -**

* Languages known Hindi, English Marathi and Konkani

**STRENGTHS: -**

* Team player
* Hardworking
* Quick learner
* Adjustable to situation

**PERSONAL DETAILS:-**

* Date of Birth- 26March 1993
* Place of Birth- Mumbai
* Citizenship- Indian
* Gender- Female

**LANGUAGES:-**

* English
* Hindi
* Konkani
* Marathi

**HOBBIES:-**

* Listening music
* Helping People
* Travelling places
* Dancing



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