**CURRICULUM VITAE**

# DIMPLE

# DIMPLE.300579@2freemail.com

**OBJECTIVES:**

Intend to build a career in leading organization with commitment and dedicated people, who help to explore myself fully and to realize my potential. Self-motivated and goal oriented with an ability to prioritize in a multi-task environment. Strong organizational, interpersonal and communication skills. Looking for an organization that offers career growth and a chance to achieve goals through persistence and hard work. Used to work effectively under high pressure of workload.

**SPECIAL SKILLS:**

Customer Service Record maintenance

Letter drafting Office procedures

Correspondence handling Supplies management

# TECHNICAL EXPERTISE:

Office Equipment: Fax machines, photocopiers and general office equipment

Computer: Spreadsheets, Word processing, Typing speed 40 WPM

MS Office: Word, Excel and PowerPoint.

**CAREER:**

**Little Flower Pre University College Aikala**– **June 1st 2009 to 31st March 2010.**

**Administrative Assistant cum Clerk**

**Responsibilities:**

* Answering incoming telephone calls, provide information and relay messages.
* Typing correspondence such as letters and reports.
* Using office equipment such as Photocopiers and printers to print and copy important documents.
* Maintaining student registrars
* Entering and maintaining transactions in accounting ledgers on a daily basis.
* Maintenance of accounts like journals, ledgers, Cash book and bank book.
* Assisted in the preparation of budgets.
* Assisting in the preparation of monthly salary of the staff.

**Pompei College Aikala**–**August 1st 2012 to 31stDecember 2015.**

**Administrative Assistant**

**Responsibilities:**

* Answering incoming telephone calls, provide information and relay messages.
* Ensuring the office is tidy and organised at all times
* Giving full administrative and secretarial support to the Officer Manager
* Drafting formal letters using Microsoft Word
* Deal with enquiries from all staff, students and visitors in a courteous and professional manner (face-to-face, over the phone and through email)
* Participated in campus and community events
* Using Microsoft Excel to record student performance in spreadsheets
* Printing, photocopying and filing of documents

# ACADEMIC AND PROFESSIONAL DEVELOPMENT:

**Post-Graduation**

**Degree : Master of Commerce.**

**Institute :** St. Agnes Centre for Post GraduateStudiesand Research,Mangalore.

**Year :** 2010 -2012

**Graduation**

**Degree : Bachelors inCommerce**

**Institute :** Pompeii College,Aikala

**Year :** 2006 –2009

**ELEMNTARY EDUCATION:**

Karnataka State Board **S.S.L.C Examination** from Little Flower High School, Kinnigoli, Mangalore. (Year of passing 2004)

Karnataka P.U. board, **P.U examination** from PompeiiCollege, Aikala, Mangalore. (Year of passing 2006)

# TRAINING / INTERNSHIP

* Summer internship training at South Canara District Credit Co- Operative Bank Ltd., Mangalore for onemonth.
* Conducted a Research on “Occupational Stress and its Impact on Employees” in South Canara District Credit Co-Operative Bank Ltd., Mangalore.

# EXTRA-CURRICULAR ACTIVITIES

* Attended a Conference conducted by university CollegeMangalore.
* Participated in ‘Pedagogy Based Capacity Building Workshop’ organized by St. Agnes Centre for Post Graduate Studies and Research,Mangalore.
* Attended Conference conducted by International Library Association at St. Agnes College,Mangalore.
* I have done a Certificate course on ‘Emotionalintelligence.

**PERSONAL DETAILS**

* Name : Dimple
* Date of Birth : 8-02-1989
* Languages known : English, Hindi
* Marital status : Married
* Visa status : Husband Visa

**DECLARATION**

 I hereby declare that the information given above is true to the best of my knowledge.