## Antonella

**Antonella.325230@2freemail.com**

## Professional objectives:

**Executive summary**

Highly motivated person with five years of quality work experience. Demonstrated ability to learn and apply competencies and skills required to perform my duties to the best of my ability. Leads by example and achieves higher performance level in liaison with higher standards.

**Competencies :**

* Customer service orientation
* Initiative and commitment to achieve
* Effective communication
* Attention to details and quality
* Interpersonal ability
* Organizing for results
* Professionalism
* Adaptability and innovation

**Professional work history**

**Novotel Goa Resort and Spa :-**

**Company profile:-**Hotel Novotel Goa resort and spais a part of renowned Accor hotel group.Surrounded by lush green fields and hills with the Candolim Beach only few minutesaway, the 121 rooms Novotel Goa Resort and Spa is perfect for a family getaway. The hotel features the Warren-Tricomi Spa from New York, award winning dining venues and bars, a sports corner, gym, fun pool area with great music, Jacuzzi and a supervised Kids club with daily activities.

**Duration:01st Dec 2014 to 30th Sep 2016**

**Job title:Finance associate**

**Job Profile:** Being given the responsibility of doing finance related work. My job includes**:-**

* Day today posting of bills from material controls to sun system
* Cash handling
* Preparing VendorsCheque Payments
* Preparing DRR (Daily Revenue Report)
* Credit card reconciliation
* Posting Credit card in opera
* FNBEval pack report

**M/s Gail (India) LTD:-**

**Company profile :-**GAIL (India) Ltd. was incorporated in August 1984 as a Central Public Sector Undertaking (PSU) under the Ministry of Petroleum & Natural Gas (MoP&NG), with the mission of accelerating and optimizing the effective and economic use of Natural Gas and its fractions for the benefit of the national economy. As a Public Sector Undertaking, the President of India holds more than 57% of the shares the company. GAIL (India) Limited, India’s largest Natural Gas Company is one of the seven Maharatna Public Sector Undertakings (PSUs) and the youngest PSU to be accorded Maharatna status.The company was initially given the responsibility of construction, operation and maintenance of the 1800 Km long cross country, Natural Gas pipeline project. At that time, it was one of the largest cross-country Natural Gas pipeline projects in the world.

**Duration:09thMay 2011 to 31stJul 2014**

**Job title: Accounts / Office Clerk**

**Job Profile:** Being given the responsibility of doing Accounts and administrative work. My job includes**:-**

* Typing letters
* Issuingcheques to vendors
* Bank reconciliation

**Acron Lifestyles Pvt. Ltd:-**

**Company profile :-**Acron group of companies is named after an ancient greek word "akron" meaning farthest bounds and highest extreme. Our mission and corporate philosophy since acrons establishment in 1988 has always been to expand the envelope and reach the highest levels of quality delivery and customer satisfaction in our group's businesses of residential development, hospitality, infra-projects construction and retail.Acron Developers has earned a name, even among its peers, for quality construction, superior specifications and punctual delivery. Since 1988, starting with the progenitor Acron Associates, our group has fostered a culture of continuous improvement of its product.

**Duration:03rd Nov2008 to 27th Sep 2010**

**Job title:Cashier**

**Job Profile:** Being given the responsibility of handling cash. My job includes**:-**

* Billings
* Cash tally
* Bank reconciliation

**Academic achievements:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **YEAR OF PASSING** | **Institute/University** | **DIVISION** |
| B.COM | April 2008 | DM’s College of Science, Commerce and Arts.Mapusa, Goa, INDIA | 2nd class |
| H.S.S.C (XII) | March 2005 | St. Theresa’s Higher SecondarySchool, Candolim, Goa, INDIA | 2nd class |
| S.S.C (X) | April 2003 | St. Theresa’s High School, Candolim– Goa, INDIA | 1st class |

**Additional qualifications:**

* Diploma in Financial Accounting(Basics in Computersand Tally &Accounting 6.3)

**Knowledge/Skills:**

* Proficient in MS-Office Applications (Word/Excel/Power Point/Outlook E-mail)
* Strong verbal and written-English. Additional languages known are Hindi, Konkani and Marathi
* Telephone and Customer service skill

**Inherent capabilities:**

Interest, Integrity, Hardworking and Commitment to task, Confidence in self-potential, quick

learner of facts and situations, Capability to adjust with changing situations positively.

**Hobbies:-**

Keen interest in travelling, reading books, flower making, dancing and listening to music.