MISBA

MISBA.336993@2freemail.com

Age : 25 years

 Resident of Goa, India

 **Visa status : Spouse Visa**

**OBJECTIVE:**

To uphold & elevate the reputation of my employer, by building strong customer-relationships, being pro-active & professional.

**PROFESSIONAL EXPERIENCE:**

**1.Customer Service Cum Cashier**

**S.S. Furnishing – Goa, India**

May 2014 – April 2015

**Job Profile:**

* Dealing inquiries with walk in customers & over the phone.
* Contacting prospective customers and discussing their requirements.
* Identifying what customers want.
* Checking retail inventory & placing orders with suppliers.
* Handling daily retail cash and managing the cash flow.

**2.Front Desk / Receptionist**

**K.G.N Enterprises – Goa, India**

March 2016 – November 2016

**Job Profile:**

* Keep front desk tidy and presentable with all necessary material
* Answer all incoming calls and redirect them or keep messages
* Check, sort and forward emails
* Keep updated records and files
* Take up other duties as assigned

**STRENGTH:**

* Positive and assertive attitude towards work and conditions given at any stage of career.
* Fast Learner and consistent in Meeting deadlines.
* Willingness to take additional responsibilities.
* Good Communications Skills, Group Management Skills, Ability to take firm decision.
* Good organizational and multi-tasking abilities
* Customer service orientation

**EDUCATION QUALIFICATION:**

* **Pursuing BCOM (Bachelor of Commerce)**

One Subject Due

Goa University

Goa, India

* **Higher Secondary School (HSSC)**

Rosary Higher Secondary School, Goa Board (March 2010)

Goa, India

* **Secondary School Certificate (SSC)**

Holy Spirit School, Goa Board (March 2008)

Goa, India

**CERTIFICATION COURSE:**

* Online course on Financial Planning
* Online course on Strategic Management

**COMPUTER SKILLS:**

* Microsoft office : Word, Excel, Powerpoint.

**LANGUAGE SKILLS:**

* English ( Read / Write / Speak fluently )
* Urdu ( Read / Speak well )
* Hindi ( Read / Write / Speak fluently )
* Konkani ( Read / Write / Speak fluently )

**OTHER SKILLS AND INTEREST:**

* Good Communication skills
* Good problem solving skill
* Excellent team player
* Enjoy reading (mostly fiction)
* Enjoy meeting new people & travelling