**CURRICULUM VITAE**



**Ms. JENEVY**

[**JENEVY.340818@2freemail.com**](mailto:JENEVY.340818@2freemail.com)

**Objectives:-**

* To work with an organization that offers enhanced opportunity for career growth and development and to gain more knowledge and experience.
* To put my best efforts in my work so as to make the organization grow and thereby grow with the organization.
* To fulfil the requirements of the organization where I am placed and to the best of my potential
* Capacity of adapting to any environment and willingness to learn and improve at every step in life

**Assets:-**

* Excellent ability to learn new things.
* Willingness to accept challenging job.
* Excellent attitude towards teamwork.

**Academic Qualification:-**

|  |  |  |
| --- | --- | --- |
| **School / College** | **Qualification** | **Year of passing** |
| Sophia’s College | M.Sc. (Analytical chemistry) | 2016 |
| Sikkim Manipal University | MBA (Total Quality Management) | 2017 |
| St. Xavier’s College | T.Y. B.Sc. (Chemistry) | 2014 |
| L.P. Raval College | H.S.C. (Science) | 2011 |
| Holy Cross Convent School | S.S.C. | 2009 |
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**Work Experience**

1. RAPTAKOS, BRETT & CO. LTD. as Trainee in Quality Control Department

**Job Role**:-

* Handling GC, HPLC and other analytical instruments
* Approving incoming materials and finished products by confirming specifications
* Conducting visual and measurement tests
* Returning and rejecting unacceptable materials
* Maintaining safe and healthy work environment by following standards and procedures

1. **KIMATSU HOME APPLIANCES.** asSecretary cum Office Assistant

**Job Role:-**

* Handling the incoming calls, transferring the calls to the different department depending on the request
* Looking after correspondence, self-correspondence & mails.
* Taking care of front office, dispatch of consignments.
* Taking dictations, typing, and filing, inviting quotations, and office secretarial work as when required.
* Keeping record of files.

**PERSONAL DETAILS:-**

Date of Birth : 5th November, 1993

Languages Known : English /Hindi / Marathi

Visa Status : Visit visa valid till 25th April, 2017

I hereby declare that the above mentioned details are true and as per my knowledge.