***BANU***

***[Banu.368177@2freemail.com](mailto:Banu.368177@2freemail.com)***

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| * ***OBJECTIVE*** |

**Professional & Personal Growth:** To evolve into a hard working and sincere professional with all my devotion, contributing to the success of the organization and at the same time to enhance my knowledge and develop my communication and interpersonal skills.

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| * ***PERSONAL INFORMATION*** |

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| Date of birth | : | 14th May, 1992 |
| Nationality | : | Indian |
| Languages known | : | English (Read/Write/ Speak)  Hindi (Read/Write/ Speak)  Konkani (Read/Write/ Speak)  Marathi (Read/Write/ Speak) |

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| * ***BRIEF OVERVIEW*** |

* Hardworking, ambitious and driven to succeed. I have always pushed myself to get into challenging territory and am highly driven by personal success.
* Excellent skills in handling and managing computer systems for data entry, documentation management and reporting.
* High level of skills and understanding of accounting standards and analysis.
* Strong ability to work across functional teams and multi-cultural environments.

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| * ***EDUCATIONAL QUALIFICATIONS*** |

***Graduate Course in Bachelor of Commerce (B.Com.)***

Year : April 2012

Institute: Goa University, India

Grade : **First Class (62.38%)**

* ***Diploma in Computing***

Year : August 2010

Institute : City Computer, affiliated to HRDF, Government of Goa.

Grade : **B (65.66%)**

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| * ***WORK EXPERIENCE*** |

***Office Assistant/Computer Operator – in the office of Dean, Accounts Section, Goa Medical College & Hospital, Bambolim - Goa through Info Tech Corporation of Goa Ltd. , Govt. of Goa.***

**23rd February 2016 to till 12th October 2016.**

* Inward and Outward of Correspondences;
* Preparation of Medical Reimbursement Bills;
* Financial Implication for revival and creation of posts along with Noting;
* Entering Data into Pay Bill Register;
* Preparing Electronic Clearing Service (ECS) of staffs and entering data in the official website of Directorate of Accounts.
* Any other work assigned by the Superior.

***Office Assistant/Computer Operator – in the office of Committee on Simplification of Procedure for Effective Delivery of Public services, Secretariat, through Info Tech Corporation of Goa Ltd. , Govt. of Goa.***

**24th February 2015 till 31st December 2015.**

* By using a variety of software packages, such as Microsoft Word, PowerPoint, Excel, etc., to produce correspondence and documents and to maintain records, and databases;
* Dealing with telephone and email enquiries;
* Maintaining office Procedure;
* Inward and Outward of Correspondences;
* Organising and storing paperwork, documents and computer-based information.
* Filling and maintaining the records for future references.

***Data Entry Operator – PLI/RPLI Section, Head Post Office, Govt. of India.***

**24th August 2014 till 24th Jan 2015**

* Feeding of Postal Life Insurance Policies,
* Filling Work of Policies,
* Entering Data into Computer for future reference,
* Sorting of Letters/ Articles, Speed post, etc.
* Attending to Phone Calls.

***Cashier cum Receptionist – Royal Times Showroom, Sanquelim - Goa.***

**20th June 2012 till 20th Aug 2014.**

* Dealing with telephone and email enquiries.
* Receive payment by cash, cheque.
* Count money in cash drawers at the beginning of work to ensure that amounts are correct and that there is adequate change.
* Greet customers entering Showroom.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators.
* Provide information regarding products and brands available in showroom.
* Answer inquiries regarding services.
* Perform basic bookkeeping and record keeping duties.
* Perform data entry and filing activities.
* Keep work area clean and tidy on a constant basis.