

**Edita**

**Edita.372823@2freemail.com**

**Career Objective**

To seek a place in the organization, wherein I would utilize my skills, experience and capabilities with dedication and sincerity, in order to achieve all the goals of the organization

**Work Experience**

**Weddings N Dreams**

Worked as Front Desk Executive/ Event Coordinator

01st October 2016 to 30th June2017

**Work Responsibility:**

* Meetings with the Client
* Fixing appointment for chats
* Coordinate with the Production team
* Coordinate with Vendors
* Working with the wedding party
* Assisting the bride & groom with whatever they need on the day of the wedding
* Ensures that the client’s personal property & wedding gifts are properly packed & secured
* Ensures that proper care is taken to conclude the event smoothly & responsibly

**Open Destination –Miramar**

Worked As Content Executive

09th March 2015 to 13th August 2016

**Work Responsibilities:**

* Coordinate web projects across departments
* Maintain a consistent look and feel throughout all web properties
* Working with a cross-departmental team, maintain and develop the master content calendar for all web properties
* Copyedit and proofread all web content
* Oversee freelancers, including writers, copyeditors and community outreach organizers
* Keep current with emerging web technologies through relevant blogs, listservs, and events
* Assure web-based information is archived for future needs and reference
* Track and report on all site metrics
* Work cooperatively with key team members, clients and vendors

**Pepe Jeans-Panaji**

Worked as Cashier

04th September 2013 to 10th December 2014

**Work Responsibilities:**

* Harmonize shift totals and sum up cash
* Verify products and services, as well as verify customers’ identity and authenticate account balances
* Respond to customer inquiries and prepare vouchers for payment, deposit slips, receipts and other related documents
* Validate and establish prices of products, and apply price stickers
* Scan and log in the price of products on the system
* Ensure neat and well organized checkout areas
* Give assistance to clients at POS to ensure a pleasant shopping experience
* Handle refunds and exchanges at register while maintaining a friendly disposition Exhibit product inside and around checkout area
* Explain specialized information through selling procedures that will promote sales and attain company objectives
* Obtain and handle payments in accordance with the organization’s established procedures
* Propose products and services solutions to customers

**Educational Qualification:**

* Bachelor in Arts – Goa University
* Higher Secondary Board Certificate - Goa University

**Computer Skills Capabilities:**

* Diploma course in Basic Computer Concepts
* Diploma in Microsoft office- Word, Excel, Power Point, Access, HTML

**Additional Information:**

* Learning Ability: Quick Learner
* Qualities : Confident & Reliable
* Critical Thinking: Decision Making Skills
* Convictions And Value: Honesty & Patience
* Work as a Team Player

**Languages known**: Fluent in English, Hindi & Konkani

**Personal Details:**

Date of Birth: 23rd December 1991

Nationality: Indian

Religion: Roman Catholic

Marital Status: Single

**REFERENCE –** “Will be furnished on request”.