

**RENITA**



**CAREER OBJECTIVE:**

Seeking a challenging career where I can utilize my abilities and skills towards growth and development of organization and make a strong contribution to the organizational goals through continued development of professional skills.



**RENITA**



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| **Email Id:** | **EDUCATION QUALIFICATION:** |  |
|  |  |
| Renita.379909@2freemail.com  |  |  |
|  |  | 2011 – Mangalore University, Sri Mahaveera College, Moodbidri |  |
|  |  |
|  |  |  |  | **PRE-UNIVERSITY COMMERCE** |  |
|  |  |  |  |  |
|  |  |  |  | 2008 – Pre-University Muniyal |  |
|  |  |  |
|  | **DIPLOMA IN INFORMATION TECHNOLOGY (D.I.T.)** |  |
|  |  |
| Basic of IT, MS Windows, MS Word, MS Power Point, |  |
|  |  |  |  |  |
| **Visa Status :** Husband Visa | MS Access, 9.0 VAT Enabled, Internet, HTML and |  |
|  |  |  |  | Multimedia |  |



**Skills:**

* Accounting
* Report Creation
* Sales
* Marketing
* Customer Service
* Secretarial/Reception
* MS Office Applications (Word, Excel, Power Point)
* Accounting Applications (Excel, Tally)
* Good communication skill

**Personal Data:**

D.O.B : 1/2/1990

Gender : Female

Marital Status : Married

Religion : Roman Catholic

Nationality : Indian

**EMPLOYMENT RECORD:**



1. **Receptionist And Assistant Accountant** at Mohtisham Complex – 2 years (May 2014 to June 2016)
2. **Marketing Executive** for Real Estate–6months(Sep 20113 May 2014)
3. **Sales Executive** at Honda Matrix–2years(June 2011 to July 2013)



**JOB DESCRIPTION:**

* Prepare Monthly Reports
* Provide Weekly Progress Report on pending works
* Update all Reports in the system
* Attend meeting with HR, Manager and Director and provide report on pending works
* Coordinate with HR to give new ideas, suggestion to improve work
* Submit Daily Report to HR
* Complete daily paper works
* Daily activities like Attending calls
* Maintains security by following procedures
* Monitoring logbook, Issuing visitor badges
* Sales and Marketing
* Interact with customers while selling vehicles



**Languages Known:**

**To Speak** : English, Hindi,Kannada, Konkani

**To Read :** English, Hindi,Kannada, Konkani

**To Write :** English, Hindi,Kannada, Konkani

**Extra Initiative:**

1. Cultural activities like dancing, singing
2. Participated in NCC, Bharat Scouts and Guides.

**DECLARATION:**

**STRENGTHS:**



1. 100% committed and hardworking to the job assigned.
2. A positive attitude and total belief in my capabilities.
3. Good listening ability and patience.
4. Efficient in leading a team with the capacity of coordination.
5. Zeal to learn new things.
6. To lead from the front and always open to ideas
7. Self-Disciplined



I hereby declare that all the information presented above is true to the best of my knowledge.

|  |  |
| --- | --- |
| Place: Abu Dhabi | Your Sincerely |
|  |  |  |
| Date : | (RENITA) |