**Kavita**

**E-mail:** **Kavita.248568@2freemail.com**

**CAREER OBJECTIVE**

To secure a promising position that offers both a challenge and a good opportunity for growth, where I can

utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational

goals.

**BASIC ACADEMIC CREDENTIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Board/University | School/College | Year |  |
|  |  |  |  |  |
| F.Y.B.A. | Goa University | Govt. College - Goa | 2014 - 2015 |  |
|  |  |  |  |  |
| H.S.C | Goa Board | Guardian Angel Higher | 2012 - 2014 |  |
| Secondary School |  |
|  |  |  |  |
| S.S.L.C | Goa Board | Our Lady Mother of Poor | 2012 |  |
| School |  |
|  |  |  |  |

**EXPERIENCE SUMMARY**

Worked for M/S. Parodkar & Sons as a Sales Representative in their retail shop from Feb 2014 till date.

**Responsibilities**:

-Establishes. Develops and maintain business relationships with customers. -Process orders in person and over the phone

-Check inventory to ensure products is in stock -Collect method of payments and dispense change -Stock & organize shelves

-Ensure pricing is correct

**IT PROFICIENCY**

Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point

Email & Internet application

**EXTRA-CURRICULAR ACTIVITIES**

Participated in cultural activities of the college and school.

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Date of Birth** | **:** | 12/04/1993 |
| **Nationality** | **:** | Indian |
| **Language known** | **:** English, Hindi, Konkani, Marathi & Kannada |
| **Hobbies** | **:** | Singing, Gardening, Tailoring |
| **Strength** | **:** | Self confidence, Boldness, Positive approach. |