|  |
| --- |
| **CORE COMPETENCIES**   * Adaptability * Planning & Organizing * Building Trust * Communication * Continuous Learning/ Development * Customer/Client Focus * Decision Making * Problem Solving * Stress Tolerance * Teamwork * Technical/Professional Knowledge & Skill * Quality Assurance * Time Management * People Handling Skills * Interview Skills   **EDUCATIONAL DETAILS**  **M.S.W** - PM & IR  **B.Com**  **P.G.D.C.A** - Computer Application  **LANGUAGES**  English,  Hindi  Kannada |

LOLITA

[Lolita.363963@2freemail.com](mailto:Lolita.363963@2freemail.com)

**OBJECTIVE**

To perform challenging, creative and innovative assignments with the application of professional knowledge and skills backed by hard work, diligence & determination for the self-development and organization growth.

**WORK EXPERIENCE**

**Office Executive** at **Rolex International ®, Hampankatta, Mangalore**

*(April 2015 to August 2016)*

**Job responsibilities:**

* Responding to customer enquiries and complaints.
* Serving visitors by greeting, welcoming, and directing them appropriately to the concerned
* Coordinating and acquitting the payment of recurrent office expenses including phones, computers, etc and various credit statements as required
* Maintaining diaries and arranging appointments
* Filing and document management of various administrative related documents to facilitate the smooth transition of daily Administrative functions.
* Handling all types of correspondence**,** business letters, reports, etc
* Coordinating all operating systems including telephones, computers, printers, photocopiers, recycling, etc that are kept in good working order

**Office Executive** at **Rachana (R) Catholic Chamber of Commerce and Industry**, Bishop's House, Kodialbail, Mangalore

***(June 2013 to December 2014)***

**Roles & Responsibilities:**

* Organizing the office layout and Coordinating office supplies including making orders and maintaining stationery
* Organizing and chairing meetings with staff - this may include typing the agenda and taking minutes,
* Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys.
* Coordinating all operating systems including ensuring that telephones, computers, printers, photocopiers, recycling, etc are kept in good working order.
* Coordinating and acquitting the payment of recurrent office expenses including phones, computers, etc and various credit statements as required
* Receiving and coordinating incoming correspondence, including collecting and distributing mail
* Coordinating the filing of hard copy records includes maintaining accurate records of the Archiving and Filing systems
* Distributing and recording all Petty Cash transactions and acquittals

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board / University** | **Year of completion** | **Grade / Percentage** |
| **MSW –**  **HR** | St. Mary’s College, Shirva | Mangalore University, Mangalore | 2013 | 74.88% |
| **B.Com** | Sacred Heart College, Madanthyar | Mangalore University,  Mangalore | 2011 | 69.38% |
| **XII –**  **Commerce** | Carmel Convent P.U. College, Modankap | State Board | 2008 | 73% |
| X | Carmel Convent School, Modankap | Matriculation Board | 2006 | 64.32% |

**Project Undertaken:**

“Psycho-Social Problems of Hotel Workers in Mangalore”

Internship / Project:

* **Organization: Arvind Motors Pvt. Ltd., Mangalore *(****1 month- HR dept.)*
* **Organization: MCF Pvt. Ltd., Mangalore *(****1 month- HR dept.)*
* **Organization: M’phasis, Mangalore *(****1 month- HR dept.)*

Practical Experience:

1. Labour Department of Govt. of India (September 2011)

* Identification of Child Labour at Kaup in Udupi

2. Rural Exposure Camp at Bhalki in Bidar (February 2012)

* Interaction with the NGO

**PERSONAL DETAILS**

**D.O.B. :** 10/11/1990

**Marital Status :** Single

**Nationality :** Indian

**Religion :** Christian

**Visa Status :** Visit visa (valid up to July 1, 2017)

**DECLARATION**

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