CURRICULUM VITAE (CV)

 **PERSONAL INFORMATION**

Name: IVETTE

Date of Birth: 28/09/1993

Email: ivette.383027@2freemail.com

Gender: Female

**CAREER OBJECTIVE**

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

**STRENGTHS**

* Ability to work independently as well as in team with minimal supervision
* Self motivated, loyalty towards the organization
* Ability to work hard and ready to take responsibility
* Ability to work under pressure.

**EDUCATION**

* 1. Bachelor of Business Administration

 From Punjab College of Technical Education in India

2013-2014 English class

2010-2011 Administration of commerce school

From Democratic Republic of Congo

2006-2011  **Junior school of business administration**

**WORK EXPERIENCE**

**Bhutta Group of Colleges**: India Punjab

**Duration**: From June 2017 to July 2018

**Designation**: Director Assistance/secretary/administrative officer

**Department**: International Affairs and Marketing

**Awarded**: letter of appreciation

**Responsibilities:**

* Taking appointment with police for visa extension and registration for international students
* Responding to any call and email
* Reporting any problems to the office manager
* Seeking any high school for marketing
* Scheduling any journey(international and domestic)
* Dealing with any cases when the manager is absent
* Maintaining diaries and arranging appointments
* Ensuring meetings are effectively organized
* Cashier

**PERSONAL SKILLS**

1. communication skill
2. Leading skill
3. Microsoft (Excel, PowerPoint, word)

**SPOKEN LANGUAGES**

1. English
2. French

**HOBBIES**

1. Reading
2. Travelling
3. Music