 Curriculum vitae

Name: Henry

**Email:** [**henry-390496@2freemail.com**](mailto:henry-390496@2freemail.com)

**Objective:**

To pursue my career in a progressive and professionally managed organization, this will provide adequate opportunities and environment to draw upon my knowledge, experience and clear strengths for mutual benefits.

**Academic Details**

* Passed Bachelors of Commerce (Bcom) from VVM. Shree Damodar College of Commerce and Economics Comba, Margao, 2016.
* Passed 12th STD from Multipurpose Higher Secondary School Borda, Margao, 2013.
* Passed 10th STD from St. Thereza Convent High School Ganapoga, Raia, 2011.

**Key skills**

* Computerised Accounting with Tally ERP 9, Busy 14, Sage 50.
* Internet and E-Commerce.
* MS – Office (Word, Excel, PowerPoint, Access, Advance Excel).
* Good Communication Skills and leadership skills.
* 4 wheeler and 2 wheeler driving licence (India).

**Work Experience**

**Company:** Quadros Motocorp Co. **Location:** Margao , Salcete, Goa **Working Experience:** 1 year 5 months **Designation:** Sales Consultant

**Work Profile:**

* + Involves sales and marketing activities for Piaggio Vehicles PVT LTD.
  + Responsible for RTO (Regional Transport Office) work.
  + Quality check of vehicles.
  + Supervision of PDI (Pre Delivery Inspection).
  + Updating of CDMS (Customer Dealer Management System).
  + Deposition of Cash in banks and handling of cash.

**Company**: Savio and Grace Sons Realtors and Developers.

**Location:** Raia , Margao , Salcete, Goa **Working Experience:** 8 months **Designation:** Office Administrator **Work Profile:**

* + Handling external or internal communication.
  + Handling Accounts and handling of cash.
  + Marketing of Real estate.
  + Responsible for TCP(Town and country planning) work.
  + Coordinating with architect, survey department, Bank etc.
  + Supervision of construction site.

**Personal Details**

**Languages**: English, Konkani **Age** : 24 and Hindi.

**Gender:** Male **Marital Status:** Unmarried

**Nationality:** Indian **Date of Birth:** 17/10/1995

**Hobbies:** Drawing,

Playing Badminton, Football.