***CURRICULUM VITAE***



**Chrisma Leedia Lobo**

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**Career Objective:**

To pursue a career in a company that provides opportunities for learning as well as scope for implementation of my skills, knowledge and experience.

**Education:**

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| SL. NO | School/College | Graduation |
| 1. | Sri Narayana Guru Girls High School, Katipalla | SSLC |
| 2. | Ladyhill Victoria Girls P U College | PUC |
| 3. | Arni University | B.A |
| 4. | Queens Tailoring | Diploma |
| 5. | Karnataka German Technical Training Institute | Diploma in TALLY ERP 9 |

**Work Experience:**

* Worked as a Receptionist in **M.A Travels Mangalore** since 1st June 2007 to 20th April 2009.
* Worked as a Customer Support Executive in **Lighting Paradise Mangalore** since 1st May 2009 to 20th March 2011.
* Worked as a Back-office Executive, Cashier and Receptionist in St. **Lawrence Electricals & Engineering Works Mangalore** since 25th August 2014 to 6th January 2020.
* Working as a Lab Assistant (Attender) in **St. Aloysius College (Autonomous)** Mangalore since February 1st, 2020 to 31st December 2021.

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| **Job Profile:** |

Store Operations

Cashier

Back office Executive

Client Servicing and Support, Computer Operator

Data Entry

Welcoming to customers

Proving great customer service

Clerical work

Marks entry in Software

Lab Work with students

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| **Job Role:** |

* Bill Clearance, Preparing Quotations
* Ordering Chemicals, Stock Marinating
* Leeds Entry in software
* Doing Reports
* Cashier
* Receiving Calls, Takes their reservations,
* Responding to complaints and helping to resolve them,
* Billing, Handling Accounts
* General Office administration.
* Customer related enquiries, requests, and complaints.
* Resolving client’s investment related queries.
* Processing daily mutual fund transactions.
* Data entry form filling.

**Technical Skills:**

* Operating System - Windows XP/98.
* Microsoft Office – Excel, Word, Access, Power point, Outlook.
* Internet & Basic Networking.
* Tally ERP 9
* Nudi Kannada Typing

**Strengths:**

* Excellent communication & coordination.
* Dedicated, self-motivated.
* Priority in setting goals.
* Reliable, honest, fast learner, & adaptable to work in any environment.
* Problem solving ability
* Willingness to learn
* Quick learning ability

**Extra-Curricular Interests:**

* Gardening & Collection of various plants.
* Listening to music, Cooking, Dancing.
* Playing, ko ko, Athletic.

**Personal Details:**

Husband Name **:** Arun Dsouza.

Date of birth **:** 23-06-1989.

Languages Known  **:** English, Hindi, Kannada,

Marital Status **:** Married.

Sex **:** Female.

Nationality **:** Indian.

Religion **:** Roman Catholic.

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| **Passport Details:** |

Passport No : V1175529

Place of Issue : Bangaluru

Passport Issue Date : 27/07/2021

Passport Expire : 26/07/2031

Nationality : Indian

**Declaration:**

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

Date:

Place:Mangalore

**Chrisma Leedia Lobo.**