



GOPIKA N



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Industrial Area 3, Sharjah.

OBJECTIVE

A customer service oriented looking for a receptionist position with an ability to plan and organize tasks and responsibilities efficiently. Recognized for accuracy, attention to detail and strong work ethic. Proven strong interpersonal and communication skills.

PERSONAL DETAILS

Marital status	Married
Nationality	Indian
Religion	Hindu
Visa Status	Visit Visa
Age	22

WORK EXPERIENCE

Assistant Accountant – 8 months
Elahi Store

SKILLS

- Interpersonal skills
- Time Management
- Problem Solving

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Typing (70 wpm)

LANGUAGES

- English
- Hindi
- Tamil

EDUCATION

2023 (Expected)

ALAGAPPA UNIVERSITY
(DISTANCE)

MBA (Banking & Finance)

80.8% (Ist SEM)

2020 Vivekanandha

College of Arts & Science
(Autonomous)

B.Com (Computer
Application)

73.2%

2017

2015

Kendriya Vidyalaya

12th

10th

88.2%

7.4CGPA

COMPETENCIES

- Customer oriented
- organizational and planning skills
- Communication
- Adaptability
- Decision-making
- Self-motivated

ACHIEVEMENTS

- Secured 5th Rank in commerce in 12th.
- Awarded with "Certificate of Proficiency" for securing 1st & 2nd Rank during graduation.