RESUME

**ASTRID ANNE ALMEIDA**

**Career Objective:**

With dedication, hard work and determination as my fore front key characteristics;

I will leave no stone unturned in pursuance of my responsibilities.

**PERSONAL DETAILS**

**Date of birth:** 30th June 1986

**Gender:**  Female

**CONTACT DETAILS:**

**Mobile No:** +918806305215

**Permanent Address:** Bay View F3/16

Diaz & Pereira Nagar

Naigaon (W)

Pin – 401207

**Residential Address:** House No. 315,

Zaino, Velim, Salcete,

Goa, 403723.

**Email Id:**  astridalmeida30@yahoo,com

**Marital Status:** Single

**Passport Number:** M8363983

**Languages Known:** English, Hindi, and Konkani

**Education Qualification:**

* Graduated from Rosary College Of Commerce And Arts In The Year 2007.
* Completed Higher Secondary From Rosary College In The Year 2004.
* Completed School From St. Mary Of The Angels Convent High School.

**Additional Qualification:**

* Diploma in computers from Digicom computer education.
* Diploma in foreign trade from Export Trade and Training Institute

**Work Experience:**

**The American Institute of Languages** 5th October 2015 / 31st April 2017

**Counselor**

* Counseling students regarding the different courses offered, by our Institute for foreign languages as per their requirement either on phone or meeting them personally.
* Scheduling the batches and adjusting them according to their convenient time.
* After the admission is done, provide them with the study materials and other course requirements.
* Maintain accurate and complete student records as required by the administrative regulations.
* Follow up with students for the balance payment.
* After their course is completed, helping them with their exams.
* And lastly taking their reviews and uploading them on the website.

**Protos Software Technology Pvt. Ltd** 4th August 2014 to 30th September 2015

**Receptionist**

* Greeting clients, and directing them to the correct destination.
* Answering phone calls and forwarding them to the correct department.
* Booking meetings. Arranging couriers.
* Keeping the reception area clean and tidy.
* Monitoring visitors access and maintain security awareness.
* Dealing with different types of queries from the clients.
* Monitoring and maintaining office equipment.

**Dynamik Foods 1**4th June 2010 to 31st July 2014

**Customer Service**

* Greeting customers who enter the store.
* Assisting the shoppers to find the goods and products they are looking for.
* Giving advice and guidance on product selection to customers.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Receiving and storing the delivery of large amount of stock
* Attaching price tags to the merchandise on the shop floor.
* Keeping up to date with special promotions and putting up displays.

**June 2008 to March 2010**

**Worked from home as a tutor**

**Key Skills**

* Effective Communication Skills
* Computer Literacy
* Quick Learner

**Declaration**

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

I will be highly obliged if given an opportunity to work in your esteemed organization.

Place:

Date:

(ASTRID ALMEIDA)