



CURRICULUM VITAE

Saritha
Menezes
(Coordinator)

 : Bur Dubai , UAE

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Summary :

Strongly focused, with the ability to complete tasks accurately in a fast-paced environment propose with conflicting deadlines

Languages :

English : Advanced High

Hindi : Superior/Native

Kannada : Superior/Native

Personal Information

DOB : 05-11-1998

Nationality : Indian

Marital Status : Single

Visa Status : Visting Visa

Passport No : V5397158

Skills :

Excellent communication skills.

Report writing.

Relationship Building.

Databases.Customer satisfaction

Goal-Oriented

Employment History :

Cashier/Customer Service Representative.

Tea Villa Cafe, Bangalore, India. Aug-2021 Oct-2021

- Cash handling and end of day revenue reconciliation.
- Maintaining detailed records of served orders & collected cash
- Ensuring guests are properly greeted upon their arrival.
- Ensuring special guests disabled people, elderly, children and VIPs, receive personalized Service.

Office Assistant.

Raija Solar Inc. Mangalore, India Jul-2020-June-2021

- Handling incoming calls and other communications.
- Greeting clients and visitors as needed.
- Managing filing system Updating paperwork, maintaining documents and word processing
- Performing general office clerk duties and errands.
- Creating, maintaining, and entering information into databases
- Helping organize and maintain office common areas.
- Creating Excel spreadsheets to produce correct calculations & develop Reports & lists that related to the maintained and new spreadsheets.

Extra Curricular:

- Participaped in Inter College cultural Competition.
- Participaped in University Level Marthon.
- Ative NSS Candidate.

Computer Knowledge :

- Microsoft office- word,excel Outlook, powerpoint
- Tally ERP 9 (Basic)

Education :

- Bachelor in Commerce at Padau College 2019.
- PUC at Padua Pre-University College, 2016.
- S.S.L.C at Padua High School, 2014.

Hobbies

Photography, Travelling Dancing,
Fitness.

Declaration

I hereby declare that all the details furnished above are true to the best of my
Knowledge.

SARITHA MENEZES.

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