

# RENITA SONIA MENEZES

Dubai

Email: menezesrenita30@gmail.com

Phone: +971528942569

## WORK EXPERIENCE

- **Front Office cum Accounts & Admin Assistant, Trans will Engineering LLC (Dubai – UAE), ,**  
United Arab Emirates(Jul 2019 to Present)
- **Accounts & Data Entry Assistant (Part Time), Canonica Restaurant & Catering LLC (Dubai – UAE, ,**  
United Arab Emirates(Nov 2018 to May 2019)
- **Assistant Accountant and Administrator, Ryshivana Institute (Mangalore – India), ,**  
India(Aug 2016 to Aug 2018)

## EDUCATIONAL BACKGROUND

- **St Aloysius College, Mangalore, Karnataka, India. , , BA, 0,**

## SKILLS

- multitasking
- hardworking
- ms office

## PERSONAL BACKGROUND

- **Birthday: - 1993-01-31**