

RENÉE D. PEREIRA

HR & SALES SPECIALIST



WORK EXPERIENCE

QUICKSTART INC.

Admission Advisor
August 2019-March 2020

- IT Bootcamp Sales
- Handling inbound calls and chats
- Enroll students for various cohorts

QUICKSTART INC.

Career Counsellor
June 2019 - August 2019

- Counselling students from the coding bootcamps
- Help them polish their online profiles, portfolios etc.
- Help students prepare for interviews by providing best practice questions
- Collaborate with other companies that are interested in hiring IT Experts

AFINITI SOFTWARE SOLUTIONS PVT LTD

Front Desk Officer
May 2018 - May 2019

- Coordinating with international clientele
- Managing day to day office affairs
- Scheduling and coordinating meetings
- Handling all enquiries and complaints by staff or to the company

EPLANET COMMUNICATIONS, ZOO DIGITAL

Subtitle Editor
June 2017 - Oct 2017

- Add subtitles to the videos according to the client's specific style guide

Additional Skillsets:

- CBS Technical Quality Control
- Disney Technical Quality Control

ACADEMIC

GENERAL EDUCATION DEVELOPMENT (GED)

2019

Math, Science, Social Studies, and Reasoning Through Language Arts

MATRICULATION

St. Patrick's Girls High School
2014

Commerce

INTRODUCTION

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to excel at my work and achieve the targets for the entity I represent

SPECIAL SKILLS

- Efficiency in client relations
- Languages - Urdu & English
- Microsoft Suite
- Team management
- Content writing & generation
- Road learning
- Multi-tasking

INTERESTS

- Writing
- Researching
- Swimming
- Sports
- Cooking
- Social Media
- Music

CONTACT DETAILS

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