

Flat no 203, 2nd floor,
Dhana building. Opposite Comfort Inn hotel.
Near union metro station
Deira. (00000) pincode 500001

To,
The Manager/ Recruiting Officer

Dear Sir/Madam,

Subject: Application for the suitable post

I would like to apply for the post that you are recruiting within your company.

Being a confident person I can work on my own initiative with cool and positive manner,
my superior communication skills is an added advantage.

Please find the enclosed herewith my resume for your reference.

Looking forward to hear from you soon.

Thank you,
Sincerely yours,

(Miss Gracy Pinto)



GRACY PINTO

+971568037760

PERSONAL

Name
GRACY PINTO

Address
Flat no 203,2nd floor,
Dhana building.Opp
Comfort Inn hotel.
Near union metro station
Deira.(00000)

Email
pintogracy07@gmail.com

Date of birth
10-04-1993

Place of birth
Panaji

Gender
Female

Nationality
Indian

Marital status
Single

INTERESTS

■ Making different type of flowers and
creative activities, Cooking,
Listening to Music.

LANGUAGES

English ★★★★★
Hindi ★★
Konkani ★★★★★



WORK EXPERIENCE

- Sep 2018 - Mar 2022 **Owned and Managed**
[Glitter Flowers - A bridal Store, Panaji](#)
1. Owned and Managed store named Glitter Flower-A Bridal Store.
 2. Answering Queries, providing a quotation, giving suggestions, making custom orders, maintaining records of valuable information.
- Jan 2018 - Jun 2018 **Data Entry**
[Buzz Events, Panaji](#)
1. Collecting and entering data in database from source documents within time limits.
 2. Maintaining Records of valuable information
 3. Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Jun 2018 - Jul 2018 **Counter Attendent**
[Alrayes Laundry, Qatar, Doha](#)
1. Assist in the loading and unloading of dryers and sort out washed laundry items.
 2. Operates and maintains folding equipment, presser and iron.
 3. Operates and maintains washer, dryer, dry cleaning machine
 4. Reports any Technical problems or deficiencies to laundry manager or maintenance team.
- Jan 2017 - Jun 2018 **Personal Secretary**
[Jimi John Advocates & Associates, Panaji](#)
1. Perform Secretarial work and provide senior manager with day to day administrative support.
 2. Answering phones calls, managing correspondence, scheduling appointments and managing travel arrangements.
 3. Organising events and conferences
- Jul 2016 - Dec 2016 **Customer Service Agent**
[Air India, Goa Airport](#)
1. Handling arrival and departure passenger.
 2. Address customers issue and resolve them in a timely and efficient manner.
 3. Greeting passenger and providing useful information.
- Jan 2016 - Jun 2016 **Office Assitant**
[Dreamz Travel and More \(non IATA\), Panaji](#)
1. Booking International and Domestic tickets.
 2. Booking Rail tickets and Bus tickets.
 3. Taking calls from customers and delivering messages while also using basic office equipment like faxes or scanners.
 4. Maintain files to keep track of important documents and orgainize travel arrangements.



RESUME OBJECTIVE

To make a positive impact in my field of activity to organization growth by creative application of my value based conviction and professional divinity by putting my all efforts in the work assigned to me in an



EDUCATION AND QUALIFICATIONS

- Jun 2012 - Mar 2013 **H.S.S.C , Goa Board**
Dr. T B Cunha Government Higher Secondary School in Panjim, Goa, Panaji
- Jun 2009 - Mar 2010 **S.S.C.E, Goa Board**
Bal Bharati Vidya Mandir School, Ribandar



COURSES

- Feb 2016 - May 2016 **Stenodac Commercial Training Institute for career training and Professional Education, Rec**
Stenodac Commercial Training Institute for career training and Professional Education, Recog by Govt

 1. Travel and Tourism
 2. Ticketing (Galileo).
 3. Customer Care.
- Sep 2022 - Jul 2022
- Jan 2015 - Jun 2015 **Beautician**
Cute Care
- Mar 2011 - May 2011 **Computer Basic, Spoken English and Communication Skills**
Konkan Development Society, Don Bosco, Panaji Goa