

PRIYANKA SALGAONKAR



✉ priyankasalgaonkr55@gmail.com
☎ 9145545027/ 8766537689
📍 H.no. 3/67, Sarmale wada, Pernem
Goa, North Goa

SKILLS

Good communication, software and administrative duties.

Data base structure

Basic inputting of information, either numeric or alphabetic.

Handling customers with politely and respectively.

LANGUAGES

English

Hindi

Marathi

Konkani

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Office Assistant July 2021 - March 2023
Shreeta Enterprises Pernem Goa
Handling customers by providing online services.

Data entry operator August 2023 - July 2024
Pernem Municipal Council
Handling construction licence software, govt.
eProcurement system (tendering process), drafting
correspondence letters.

EDUCATION

Master of Arts in Marathi 2020-21
SSA Govt. College of Arts and Commerce, Virnoda-Goa
81%

Bachelor of Arts 2018-19
SSA Govt. College of Arts and Commerce Virnoda-Goa
81%

Arts 2015-16
Govt. Higher Secondary School Pernem-Goa
70%

Vikas High School Pernem-Goa 2013-14
60%

ACHIEVEMENTS & AWARDS

Achieved C certificate from National Cadet Corps

Secured first place in Master of Arts in Marathi

Secured first place in one act play at Institute Menezes Braganza
hall Panjim Goa

ADDITIONAL INFORMATION

Strong communicator with the ability in a client facing role and
converse effectively with colleagues and management.

OTHER INFORMATION

Knowledge in computer MS-excel, MS- windows, MS-office and well
conversant with internet.