

SHIFELIA SYLVIA CARLO

PROFILE

- Date of Birth: 01/05/2002
- Nationality : India.
- Father's name : Charles Carlo.
- Mother's name : Jacintha Serrao.
- Looking forward to be a part of a challenging job opportunity, where my exposure and skill can be used in the best possible way.

CONTACT ME

 +91 8088105627

 Carlosshifelia@gmail.com

LANGUAGE

- English
- Hindi
- Kannada
- Malayalam
- Konkani

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

EDUCATION

• DEGREE

Bachelor of Commerce, Mangalore University , India. [2019 - 2022]

• PRE-UNIVERSITY

PADUA Pre-University College, Mangalore. [2017 - 2019]

COMPUTER SKILLS

- MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)
- Google Drive (Docs, Sheets, Slides, Forms)
- Spreadsheets (Excel, Google Sheets, OpenOffice Calc).
- Email (mail merge, filters, folders, rules)

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RESPONSIBILITIES

- Greeting visitors.
- Managing security and telecommunications systems.
- Handling queries and complaints via phone, email and general correspondence.
- Transferring calls as necessary.
- Taking and ensuring messages are passed to the appropriate staff member in time.
- Managing meeting room availability.

WORK EXPERIENCE

- Worked as front Officer Receptionist
 - Company Smart Telecom
- DURATION ; May - Dec 2020

ADDITIONAL QUALIFICATION

- Ms office
- C++
- Tally
- HTML Programming
- Basic knowledge of GST and Taxation

SKILLS AND ABILITIES

Leadership, Team player, Time management, Rapid learner, E-mail etiquette, Attention to details. Disciplined & Result Oriented, Highly Motivated, Self-Reliant and Possess Excellent Communication & Interpersonal Skills. Welcome challenges and innovations. Have the courage to face all the hardships. Have the potential and zeal of long hours working & have the ability to work in a team and time limitation.

DECLARATION

I Hereby declare that all the above given information is correct and true to the best of my knowledge and if I am selected I will discharge my duties and responsibilities to the entire satisfaction of my superiors.

SHIFELIA SYLVIA CARLO