

CURRICULUM VITAE

Name & Surname : Ricia Gracias
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PERSONAL DATA

Nationality : Indian
Marital Status : Single
Sex : Female
Date of Birth : 24-08-2000

EDUCATIONAL QUALIFICATIONS

- Passed 10th in the year 2015, CBSE Board.
- Passed 12th in the year 2018, Goa Board. (SCIENCE)
- BA in English- 2021
- Currently pursuing MCOM degree at IGNOU University

COMMUNICATION SKILLS

- Konkani- Native
- English- Good in writing and speaking
- Basic of Hindi

SKILLS

- Basic Knowledge of Word
- Excel

- Emails

EXPERIENCE

- 9 months experience in Account Assistant which involves the preparation of accounts for clients, managing the book keeping operation, writing up the cash book, assisting the accounts and preparing bills and quotations.

PERSONAL TRAITS

- Problem Solver
- Can work for long hours
- Good Communication Skills
- Good typing speed
- Good Organizing Quality- Events, Meetings.
- Punctual, Honest and Loyal

OBJECTIVES

- Would work in an organized manner and will showcase my talents and knowledge towards my work place, will be responsible for the tasks been assigned to me and do my best to meet my deadlines.

HOBBIES

- Photography
- Baking and Cooking
- Badminton

DECLARATION

I hereby, declare by saying that, the above mentioned information is correct to the best of my knowledge.

(Ricia Gracias)

