

CURRICULUM-VITAE

NAME- ELMA ANNIE GONSALVES

CONTACT NO: 8805815319

E- mail: elmagonsalves1608@gmail.com

CAREER OBJECTIVE:

To flourish in an environment that provides new opportunities, growth and skills at every step. To be able to gain jobs that strengthen my expertise, deliver a surrounding for self-development, have satisfaction with the tasks at hand and help discover my inner strengths. And be exposed to an open field to explore my capabilities for future endeavours. Eager to begin a new career and continue developing skills throughout.

ACADEMIC QUALIFICATION:

- 10th by CBSE board from **Carmel School, Kuwait**
- 12th by Goa board from **St. Xavier's Higher Secondary School, Mapusa, Goa**
- Bachelor of Arts from **St. Xavier's College, Mapusa, Goa**

TECHNICAL SKILLS:

Familiar with Microsoft Word, PowerPoint, Writing skills (WordPress)

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SPECIAL INTEREST:

- Interacting with People
- Reading
- Creative writing
- Listening to music

STRENGTHS:

- Positive Attitude.

- Ability to remain focused and to perform under pressure.
- Reliable.
- Conversationalist.
- Active listener.

PERSONAL DETAILS:

Date of Birth : 8th October, 2000

Language Known : English, Hindi

Religion : Catholic

PERSONAL SKILLS:

Confident with an ability to learn. Hardworking and completely able to hold conversations and have other individuals engage. Ability to understand the surroundings and act accordingly. I enjoy working with others which allows me to relate well with people. Will be focused on maintaining healthy work relationships further and always keep to my word.

DECLARATION:

I hereby declare that the above mentioned information is correct and up to date.

Place: Goa, India