

CURRICULUM VITAE



RISHAL JESHWAN CUTINHA

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CURRENT ADDRESS

Flat 11, Building 575, Road
3314
Area 933, Buhair, Riffa, Bahrain

PERSONAL DETAILS

Father's Name: Herry Cutinha

Date of Birth: 13-11-1997

Gender: Male

Nationality: Indian

Civil Status: Single

Religion: Roman Catholic

Languages known: English,
Hindi, Kannada, Konkani, Tulu

OBJECTIVE:

Seeking for an opportunity to work in a dynamic and pragmatic organization where I can utilize my skills and knowledge to achieve the organization goals and also to enhance my personal growth.

EDUCATIONAL QUALIFICATION

- ❖ PUC – St. Aloysius PU College – 2016.
- ❖ SSLC – St. Aloysius High School – 2014.
- ❖ Valid Bahrain driving license

PERSONAL APPRAISAL

- ❖ Sincere, Honest and Hardworking.
- ❖ Excellent interpersonal skills.
- ❖ Highly motivated.

PROFESSIONAL STRENGTH AND SKILL

- ❖ Team work Skills.
- ❖ Organized and dedicated with a positive attitude.
- ❖ Quick learner and valuable with a positive attitude.
- ❖ Self-motivated and ability to achieve results on time.
- ❖ Willingness to learn from others and from daily experience.
- ❖ Safe and careful driver.

WORK EXPERIENCE

Organization: Father Muller Hospital, Mangalore.

Designation: Office Boy cum Driver

Experience: 2 years.

Duties & Responsibilities:

- ❖ Preparing manager tables and refilling the papers, ink to the printer.
- ❖ Sending emails about the meetings.
- ❖ Answering phones and messages.

INTEREST

Gardening, Cooking, Driving,
playing cricket.

- ❖ Assisting the clients to fill the forms.
- ❖ Guiding the patients and their family.
- ❖ Supervising farm works and the workers.
- ❖ Ordering required materials and stationary for the office.
- ❖ Handling all bank related works and post office works.
- ❖ Picking and dropping the staffs.
- ❖ Filing the documents and contracts in the respective files.

COMPUTER KNOWLEDGE

- ❖ Basic knowledge of Computer
- ❖ Internet surfing

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

RISHAL JESHWAN CUTINHA