

## **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 patience 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 to declare that the information furnished above is true to the best of my knowledge and belief.

**RISHAL JESHWAN CUTINHA**