

RESUME

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Objective

To work for an organization who would provide me with the opportunity to improve my skills and knowledge. I possess excellent communication skills and I'm a techno vast person. My biggest strength is my ability to communicate, a good listener, Hard Working, Enthusiastic and learning new activities.

Educational Qualifications:

- Senior Secondary School Certificate of CBSE Delhi board in commerce (Web Designing & Multimedia), At the Indian School, Kingdom of Bahrain
- Secondary School Certificate of CBSE Delhi board.
At the Indian School, Kingdom of Bahrain

Professional Qualifications:

- June 2015 – 2018: Bachelor of Business Administration (Travel & Tourism)
At Don Bosco College, Panjim, Goa India

Employment History

- July 2021 – Present at Manama Packaging Industry,
Hidd - Bahrain as a Customer Service Coordinator.
- January 2019 – February 2020 at Alcon Hyundai,
Porvorim – Goa as a Front Office Executive
- September 2018 - January 2019 at Goa Marriott Resort &
Spa, as a Reservation Associate
- April 2017 – June 2017 at Golden Tulip Hotel, Bahrain
Summer Internship
- Conducted heritage walk in and around Panjim for students of
Don Bosco College, Panjim
- April 2016- June 2016 at Omega Travel and Tours, Bahrain
Summer Internship

Technology Skills:

HTML, Microsoft Office (PowerPoint, Excel, Word, publisher, Outlook), Micros Opera PMS, MARSHA, GDMS, SAP System

Languages:

English, Hindi, and Konkani

Personal Interests:

Travelling and exploring the world and its culture which helps me to broaden my horizons. I'm a techno vast and an enthusiastic person. At the same time enjoy learning new actives. Delighted to work with different people and helping them whenever in need & during my spare time I enjoy baking confectionery items or playing individual and team sports.

Personal Details:

Nationality: Indian

Date of Birth: 13th November 1997

Marital Status: Single

Declaration:

I hereby declare that the above mentioned details are true to the extent of my knowledge.



ONISSA PINTO

