Evita Ruby Noronha

Villa No.3, Compound # 789, Road # 3215, Block # 332, Bu Ashira.

• +973 35059399 • Evitaruby013@gmail.com

Professional Profile

To secure a position where my skills in the activities of Sales, Administration, Customer services and any such related field can be utilized by a progressive and innovative company. To pursue a career or job where I can apply my existing skills, knowledge and creativity and to be able to contribute effectively to the organization in acquiring the required goals.

Core Skills

* Excellent communication and interpersonal skills.
* Works as a team leader as well as, a team follower.
* Organizational, Initiative and problem solving Skills.
* Customer service, Administration Skills, Work performance.

Career Summary

**Bahrain International Circuit (BIC)**

Duration:1st April 2017 to 30th April 2017

Designation: **Events Coordinator**

Job Profile: Managing all events for the organization..

* Maintaining a working relationship with vendors and venues Understanding the complex needs of different events, and diverse clients.
* Planning event aspects, such as venue, seating, dining, and guest list & to delegate event planning tasks to other staff members where necessary.
* Coordinating event entertainment, including music, performers, and guest speakers.
* Conduct final inspections on the day of the event to ensure everything adheres to the client’s standards.

Duration:3rd October 2017 to 6th October 2019

Designation: **Customer Service Assistant**

Job Profile: Perform Front office duties & handling organizational and clerical support tasks.

* Welcoming customers professionally with politeness and courtesy
* Providing appropriate general company information about product and services
* Assisting in all merchandising operations at company outlets, including outlets setup, sales and closing down after events
* Performing as effective and efficient part of the team during sales.
* Issuing a daily sales report of cash collected and products sold
* Collecting customer feedback from walk-in customers, manage collected data through CRM system
* Communicating customer issues and major problems to superiors
* Preparing daily and weekly reports, handling inquiry bills and other administrative tasks required

Education

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute/Board** | **Qualifying year** |
| Secondary School | Asian School Bahrain (AISSE) | 2014 |
| Higher Secondary | The New Asian School Bahrain (CBSE) | 2016 |

Hobbies & Interests

Dance, Sports & Drawing.

References

References are available upon request.