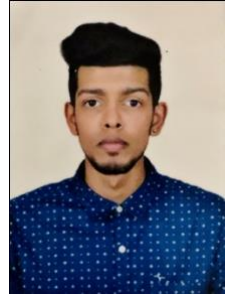


CURRICULUM VITAE



Name : Navio Netto

Nationality : Indian

Date of Birth : 22/07/1998

Sex : Male

Marital Status : Single

Address : City Compound villa, road:-2914, Block:-329, Villa no:-739A
Salmaniya, Kingdom of Bahrain

Mobile Number : +973-33708999

E mail : navio.netto@gmail.com & navio_netto@icloud.com

Year of Graduation : 2015 - 2016 (The Indian School Kingdom of Bahrain)

CAREER OBJECTIVE:-

- ❖ Willing to work in a dynamic, challenging and growth oriented company that allows me to utilize my knowledge to contribute for the growth of the organization.

STRENGTHS:-

- ❖ To work with a positive attitude to contribute to the healthy functioning of the organization.

- ❖ Self confidence and great patience.
- ❖ Willingness to learn.
- ❖ Adaptability to change in environment (Flexibility).
- ❖ Analysing every angle of a project before working on it.
- ❖ Eager and willing to add to their knowledge base and skills
- ❖ Great communication skills.
- ❖ Technical competency.
- ❖ Excellent time management skills.
- ❖ Problem-Solving Skills.
- ❖ Extreme levels of Loyalty to the company which I work for
- ❖ Determination and Persistence.
- ❖ Ability to work in harmony with co-workers (Team Player).

EDUCATION:-

- ❖ Completed 10th(CBSE) at The Indian School Kingdom of Bahrain.
 - **SUBJECTS:**
 - Science (Physics, Chemistry, Biology)
 - Mathematics
 - Social Science
 - French
 - English

[CGPA – 7.2%]
- ❖ Completed 12th commerce I.P (Informatics Practices) at The Indian School Kingdom of Bahrain.
 - **SUBJECTS:**
 - Accounts
 - I.P (Informatic Practices)
 - English
 - Business Studies
 - Economics

[CGPA – 6.4%]
- ❖ Completed B.Com in Jain Univeristy in the year 2019 Bangalore, India.
- ❖ Completed Diploma in Digital Marketing as on 2020 at Google Garages (in Partnership with AIB Europe).
- ❖ Currently persuing the following :-

1. ACCA (Association of certified chartered accountants) in Kingpins university Kingdom of Bahrain [Preparing for F1 & F3].

EXPERIENCE:-

❖ B.I.T.S GROUP OF COMPANIES (Basic Industrial and Technological Services)

As a Junior Accountant/Administrator/Secretary under Mr.Santhosh Chalil (From June'2019 – June'2020)

- **Duties & Responsibilities:**

- Provide financial information to management by researching and analyzing accounting data ; Preparing Reports.
- Prepare Assets, Liabilities & Capital Account entries by compiling and analyzing account information.
- Preparing accounts and tax returns.
- Documents financial transactions by entering account information.
- Prepares payments by verifying documentation and requesting disbursement.
- Maintain customer confidence and protects operations by keeping financial information confidential.
- Analysing accounts and tax returns.
- Answer and direct phone calls.
- Organize and schedule meetings and appointments.
- Maintain Contact list.
- Assist in preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Order office supplies.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Prepare and monitor invoices.
- Write letters and E-Mails on behalf of other office staff.
- Maintain computer and manual filing systems.
- Handle sensitive information in a confidential manner.
- Resolve Administrative problems.
- Oversee and supervise the work of junior staff members.
- Maintain up-to-date employee holiday records.
- Greet and assist visitors to the office.

❖ **Customer Service/Telemarketing Representative [J.P Morgan 2017-2018 (Internship)]**

- **Duties & Responsibilities:**

- Serves customers by providing product & service information and resolving product and service problems.
- Opens customers accounts by recording account information.
- Maintain customer records by updating account information.
- Maintain financial accounts by processing customer adjustments.
- Adjust sales script to better target the needs and interests of specific individuals or companies.
- Answer telephone calls from potential customers who have been solicited through advertisements.
- Telephone or write letters to respond to correspondence from customers or to follow up initial sales contacts.
- Schedule appointments for sales representatives to meet with prospective customers or for customers to attend sales presentations.

OTHER SKILLS:-

❖ **Microsoft Office:**

- M.S Excel
- M.S Word
- M.S PowerPoint
- M.S Outlook, Etc.

❖ **Internet Literacy**

❖ **Basic Programming**

❖ **MySQL**

❖ **Tally E.R.P**

❖ **HTML**

❖ **Digital Marketing:**

- Social Media Marketing
- Content Marketing
- E.Mail Marketing
- S.E.M (Search Engine Marketing)

- **S.E.O (Search Engine Optimisation)**
- **Pay-Per-Click Marketing**
- **Call-to-Action Strategy**
- **Public Relations**
- **Infographic Design**
- **Link Building /Earning**

LANGUAGES:-

- ❖ **English(written,read,spoken)**
- ❖ **French(written, read)**
- ❖ **Hindi (written, read, spoken)**
- ❖ **Malayalam (spoken) .**