

RIDA ALMIRA LABBI

BCOM IAF | FINANCE AND ACCOUNTING | SALES EXECUTIVE

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CAREER OBJECTIVE

I want to build my career as a Sales Associate by using my strengths in accuracy, client focus, and clear communication to support sales processes and relationship management. I'm eager to contribute by ensuring consistency, transparency, and customer satisfaction, while working closely with diverse teams. My goal is to grow with Bluevine, deliver high-quality sales support, and continuously improve how sales operations and client engagement are carried out.

Education

Mount Carmel College Autonomous

2023 - 2026

B.COM International Accounting and Finance - 3rd year
CGPA - 7.1

New Baldwin International Pre-University

2021 - 2023

Commerce - Economics, Business Studies, Accountancy,
Computer Applications.
12th - 86%

Cambridge School

2009 - 2021

10th - 80.33%

Certifications

- Excel (Advanced)**: Data handling, reconciliation, Pivot table
- MS Word**: Tables, Formatting
- Tally Prime**: Journal entry, vouchers, ledger (BASICS)
- Emotional Intelligence**: Teamwork & communication
- AI Tools (ChatGPT & others)**: Business tasks

Professional Experience

EFT – Coach Manchal Kalra | Digital Operations Intern | Oct 2024 – Jan 2025

Oct 2024 - Jan 2025

- Managed digital operations using MS Office, Excel, Canva, TagMango, ClipChamp, and social media tools.
- Handled client communications, customer data, Zoho receipts, and Zoom sessions.
- Designed and updated website, ensuring batches sold out with positive reviews.
- Developed communication, teamwork, adaptability, and digital marketing skills.

Entrepreneur Development Project

May 2024

- Conceptualized, baked, and branded brownies as a self-initiated experiment.
- Sold products on Church Street, managing operations and customer interactions.
- Generated revenue and profit, gaining hands-on experience in entrepreneurship and marketing.

Skills

- Communication**: Effective written, verbal, and client interactions. (Language - English, Hindi, French, Urdu)
- Teamwork & Collaboration**: Coordinating with peers and stakeholders to achieve process goals.
- Adaptability**: Handling multiple tools, tasks, and changing priorities efficiently.
- Time Management & Multitasking**: Managing deadlines and customer data.
- Creativity**: Self-driven experiments.