

# RIDA ALMIRA LABBI

BCOM IAF | FINANCE AND ACCOUNTING | SALES EXECUTIVE

Medahalli, Bangalore 5600-49

9342936277

rida.almira2004@gmail.com

## 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.

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|-----------|---|-------------|
| Education | <b>Mount Carmel College Autonomous</b><br>B.COM International Accounting and Finance - 3 <sup>rd</sup> year<br>CGPA - 7.1                       | 2023 - 2026 |
|           | <b>New Baldwin International Pre-University</b><br>Commerce - Economics, Business Studies, Accountancy,<br>Computer Applications.<br>12th - 86% | 2021 - 2023 |
|           | <b>Cambridge School</b><br>10 <sup>th</sup> - 80.33%  | 2009 - 2021 |

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| Certifications | <ul style="list-style-type: none"><li>• <b>Excel (Advanced):</b> Data handling, reconciliation, Pivot table</li><li>• <b>MS Word:</b> Tables, Formatting</li><li>• <b>Tally Prime:</b> Journal entry, vouchers, ledger (BASICS)</li><li>• <b>Emotional Intelligence:</b> Teamwork &amp; communication</li><li>• <b>AI Tools (ChatGPT &amp; others):</b> Business tasks</li></ul> |  |
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| Professional Experience | <b>EFT – Coach Manchal Kalra   Digital Operations Intern   Oct 2024 – Jan 2025</b>   | Oct 2024 - Jan 2025 |
|                         | <ul style="list-style-type: none"><li>• Managed digital operations using MS Office, Excel, Canva, TagMango, ClipChamp, and social media tools.</li><li>• Handled client communications, customer data, Zoho receipts, and Zoom sessions.</li><li>• Designed and updated website, ensuring batches sold out with positive reviews.</li><li>• Developed communication, teamwork, adaptability, and digital marketing skills.</li></ul> |                     |
|                         | <b>Entrepreneur Development Project</b>  | May 2024            |
|                         | <ul style="list-style-type: none"><li>• Conceptualized, baked, and branded brownies as a self-initiated experiment.</li><li>• Sold products on Church Street, managing operations and customer interactions.</li><li>• Generated revenue and profit, gaining hands-on experience in entrepreneurship and marketing.</li></ul>  |                     |

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| Skills | <ul style="list-style-type: none"><li>• <b>Communication:</b> Effective written, verbal, and client interactions. ( Language - English, Hindi, French, Urdu )</li><li>• <b>Teamwork &amp; Collaboration:</b> Coordinating with peers and stakeholders to achieve process goals.</li><li>• <b>Adaptability:</b> Handling multiple tools, tasks, and changing priorities efficiently.</li><li>• <b>Time Management &amp; Multitasking:</b> Managing deadlines and customer data.</li><li>• <b>Creativity:</b> Self-driven experiments.</li></ul> |  |
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