**CURRICULUM VITAE**

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**Hazel Virginia Fernandes**

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* **Objectives**: To contribute creativity towards the fulfillment of organization’s goals, taking each problem as an opportunity to learn and face the various challenges in the changing environment.

**WORK EXPERIENCE DETAILS**:

**ORRA (INTERGOLD GEMS PVT LTD, GOA INDIA)**

**Sr. Sales Executive**

Orra is brand of Intergold Gems Pvt Ltd since 1888. Intergold is lagers manufactures of Diamond jewellery in India.

***Responsibilities:***

* Interacting and promoting best service to Customer to select the design.
* Maintaining Stock Display.
* Sales activities responsibility.
* Creating and maintain team relationship.
* Achieving sales targets.

**AJN CONSTRUCTIONS MARGAO GOA.**

**Office Assistant**

* Administration work
* Handling calls

**ALTISOURCE BUSINESS SOLUTIONS, MERCES GOA. (BPO -US Based)**

Worked as a Debt Collector for AMEX (AMERICAN EXPRESS)

* Dealing with customers on calls.
* Dialing calls of maximum 600 calls a day.
* Handling inbound and outbound calls.
* Providing credit card facilities and collection of payments.

**KNOWLEDGE, SKILLS & ABILITIES**

* Knowledge of Computer: Operating Systems –Fundamentals, Windows, MsWord, MsPower point, MsExcel, CorelDraw, Photoshop, Internet & Email.
* Ability to assist in planning, coordinating, and supervising the work of others.

**EDUCATIONAL QUALIFICATIONS**

* **MBA-** Sikkim Manipal University. (Pursuing)
* **BBA** - Sikkim Manipal University.
* **HSSC (Higher Secondary)** –Goa Board RMS College of Commerce, Margao, Goa.
* **SSC** – Goa Board, Fatima Convent High School, Margao, Goa.

**PERSONAL DETAILS:**

**Date of birth** : 19th Feb 1989.

**Marital Status** : Single

**Languages known** : English, Hindi, Konkani & Basic Russian

**Hobbies** : Designing, Fine Arts, Interacting with people & Performing Dramas.

**Games** : Volleyball & Chess.

**Nationality** : Indian

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