**CURRICULUM VITAE**

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**CAREER OBJECTIVE**:  
Seeking a challenging career in the Industry, which provides ample opportunity for amazing a rich experience and finesse to become an indispensable asset  to the organization, which I work for.

**EXPERIENCE:**Worked as a Office Assistant in Mandovi Cement Pipes Usgao- Goa.  
Worked as a Office Assistant and Computer Operator in Desai Cement Company Ponda-Goa  
Currently Working as a sales executive in TATA MOTORS  Bicholim- Goa.

**JOB OBJECTIVE:**Ensuring smooth operation of to give customer satisfaction and maximize revenue and control costs within the department. It is important to efficiently manage all customer in a disciplinary manner.

**JOB REPONSIBILITIES**:  
Responds to customer needs and resolves any isssues that may arise.  
Receiving  of customer  
Regularly communicates with staff and maintains good relations.  
Coordinating with all the departments regarding  new product launching  or the customers choice.

**EDUCATIONAL DETAILS:**

S.S.C from Tagore Educational Institute, Pali Goa.

H.S.S.C. from Govt. Higher Secondary School, Sankhali Goa

B’com from Narayan Zantlye College of Commerce, Bicholim Goa

Mcom From IGNO university Panaji -Goa

Certificate Course in Computer Application from Sharvani Computer Services Velguem-Goa

**TECHNICAL SKILLS**:

Microsoft Word  
Microsoft Outlook.  
Microsoft Excel.  
Microsoft Powerpoint.

**PERSONAL PROFILE:**

Name. Rinki MahadevBandodkar

DOB.     20th Dec.1992

Religion.        Hindu

MaritialStatus .     Single

Hobbies.     Writing, Reading ,   Listening Music And Learning New Things

Languages Known. Hindi,English,Konkani,Marathi

Email id. [rinkybandodkargmail.com](http://rinkybandodkargmail.com)

Nationality.      Indian

Place Of Birth.  Goa

Permanent AddressH. No.818, Ghadiwada Surla, Velguem,  Goa India

**STRENGTHS:**  
Pleasing personality  
Punctuality and strong determination to succeed.  
Ability to grasp the things faster, quick learner  
Helpful  and friendly in nature.  
Hard working, sincere and punctual  
Realistic and positive approach towards work and ability to work in a team.

**I HEREBY DECLARE THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE**.

PLACE : VELGUEM - GOA