***Mrs. RHEA Y. SALKAR***

**B.COM.**

**Total Experience: 8YEARS**

**Email ID : deulkarreshma@gmail.com**

**Mobile: - 7722044807,9922288679**

* **CAREER OBJECTIVE**

**To join and work with an organization which is well esteemed and gives me a chance to enhance my skills and be a part of the team that excels in work towards the growth of the organization and gives me satisfaction thereof.**

* **KEY SKILLS**
* **Ability to plan, organize and keep going under tight schedule.**
* **Dedicated and Loyal towards work and organization.**
* **Ability to work on multiple tasks efficiently .**
* **Able to work independently.**
* **Good Communication Skills.**
* **Creative Presentation.**
* **Hard work nature.**
* **PRESENTLY WORKING EXPERIENCE**

**Working as Telecaller for Idea Cellular India Ltd, Altinho Panaji, Goa From May 2014 to till date.**

* **Explaining different company plans to prospective clients and fixing appointments with company sales executives and their follow ups.**
* **Helping in other back office operations .**
* **PREVIOUS EXPERIENCES**
* **Worked as an "Accounts Trainee" for Borkar Consultancy Services from July 1997 to July 1998.**
* **Worked as an " Junior Computer Operator " for Colvalcar & Company from 1.4.2001 to 30.8.2004.**
* **Worked as an " Office Assistant" for Yuga Agencies from January 2006 to June 2008.**
* **Worked as an " Senior Business Development Executive" for Reliance Communication from February 2014 to July 2014 .**
* **EDUCATIONAL QUALIFICATION :**
* **BCom from Goa University in the Year 1997 .**
* **ADDITIONAL QUALIFICATION**
* **Computer Operating Basic Knowledge.**
* **Well versed with internet.**
* **English Typewriting with 30 W.P.M speed.**
* **PERSONAL DETAILS:**

**Name : Mrs. RHEA YOGISH SALKAR**

**Date of Birth : 26 Sept 1975**

**Sex : Female**

**Marital status : Married**

**Nationality : Indian**

**Mother Tongue : Konkani**

**Languages known : English, Hindi, Konkani and Marathi**

**Notice Period : 10 Days**

**Total Experience : 8 Years**

**Hobbies : Reading Books, Listening Music , Learning new things**

**Permanent Address:-**

**State Bank of India Colony,**

**Block D, Flat no DF-2,.**

**Behind Goa State Co-op Bank,**

**Borda, Margao- Goa.**

**State:-Goa,**

**Pin Code:-403601**