


Varsha Rebello

About Me

 16Years experience

 +91 7045809022

 June 11, 1985

 varsha.rebello1985@gmail.com

 Mumbai, Maharashtra

Education

Passed SSC from Our Lady of Nazareth High School in March 2001

Passed HSC from Thomas Baptista Collage in Febuary 2003

Achievements

Received Best Employee from the Client in 2016- 2017

Skills

Good Interpersonal and Intrapersonal Skills, Problem Solving skills and Cooperative, Punctual, mentoring skills, Delivering result , managing change, Strategic planning and execution.

Work Experience

Worked with ISS Facility Management PVT LTD as a SR Executive from 14th June 2017 till 24th August 2019
Clients Prudential Global Services PVT LTD

- Handling client's complaints.
- Handling clients and head of the departments meeting room bookings
- Maintained positive client's relationship and fulfilling Clients needs.
- Handling Soft Services
- Training the Housekeeping staff.
- Updating the SOP of the Cooperate Facility.
- Maintaining the Attendance Register of the FM
- Handling Events and coordinating with the Clients and the head of the departments.

Worked with Knight Frank as a Executive from 30th September 2016 till 13th June 2017.

- Handling client's complaints.
- Handling clients and head of the departments meeting room bookings
- Maintained positive client's relationship and fulfilling Clients needs.
- Handling Soft Services
- Training the Housekeeping staff.
- Updating the SOP of the Cooperate Facility.
- Maintaining the Attendance Register of the FM
- Handling Events and coordinating with the Clients and the head of the departments.

Worked Fone Touch Placement as a SR HR (Team Leader) from 04th November 2013 till 29th July 2016.

- Handling the interviews
- Posting job requirements on Portals.
- Conducted Training
- Set up meetings between client decision makers and company's practice leaders/Principals
- Prospect for potential new clients and turn into increased business.
- Designed planned and negotiated terms on partnership agreements.

Worked with Sterling Info System PVT LTD as a Executive from 02nd January till 29th October 2013.

- Out calling the courts of United States and verifying the details of the employee.
- Conducted Training with the help of the Team Leader and updated the employees

Worked with 3 Hutchison Global Services from November 201 till January 2011 (Ireland Collection) And UK Customer Services from May 2011 till September 2012.

- Handled Incoming calls .
- Gave Resolution on calls to the customers with handset issues and Sim cards
- Updating the customers on new tariff plans and new handsets

Worked with Bank of America as A Mortgage Counselor from 15th June 2008 till 14th October 2010 (HRD Collections)

- Handled incoming and outgoing calls.
- Restructuring of the loan given to the customer.

Worked with Fone Touch Placements as a HR Executive from 29th June 2008 till 08th June 2009 .

- Handling the interviews.
- Posting job requirements on Portals

Worked with D Care and Health as a Sr Marketing Executive from 15th May 2004 till 16th June 2008.

- Handling the interviews
- Contacted Training
- Prospect for potential new clients and turn into increased business.
- Designed planned and negotiated terms on partnership agreements.



Computer Proficiency

Basic Computer knowledge, Microsoft Office, Internet, HTML



Languages

English, Hindi, Marathi, Konkani



Personal Interests

Listening to Music, Cooking, Travelling, Hiking and Trekking



Personal Details

Father's Name: Mr. Alfred Joseph Rebello

Mother's Name: Mrs Hazel Rebello

Address: 206 C Blgd B Wing Thresa Apt Lepora Bhayandar (west) Mumbai -401101

Religion: Roman Catholic

Marital Status: Single

Nationality: Indian

Gender: Female

Declaration

I, Varsha Rebello hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Varsha Rebello

Mumbai, Maharashtra

Date: _____