

# RICARDO DSOUZA

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## **CARRIER GOAL :**

To pursue a carrier with a reputed company that helps enhance my growth, knowledge and skills.

To work with passion and dedication in all tasks handed to me at any given time.

## **EDUCATION OUALIFICATION :**

COURSE	INSTITUTION NAME	BOARD / UNIVERSITY
BBA	Mar Gergoios College	University of Madras
HSC	St. George's Anglo Indian Hr. Sec. School	State Board
SSLC	St. George's Anglo Indian Hr. Sec. School	State Board

## **SKILLS & ATTRIBUTES :**

Data Entry & Filing,  
Database & Records Management,  
Complaint Handling,  
Customer Service,  
Executive & Administrative Support,  
Telephone & Front Desk Reception

## **TECHNICAL SKILLS:**

MS Office (Word, Excel, PowerPoint),  
Social Media Management

## **HOBBIES & INTERESTS :**

Reading Books  
Skit and Mimes  
Child welfare programs

**PERSONAL PROFILE :**

Name : **RICARDO DSOUZA**  
Father Name : Adrian DSouza  
Date of Birth : 22.05.1998  
Gender : Male  
Marital Status : Single  
Nationality : Indian  
Religion : Christian  
Caste : Anglo Indian  
Languages known : English & Tamil  
Address : No. 78/83, Vajravel Nagar,  
1st Main Road, Kolathur,  
Chennai – 600099

**DECLARATION :** I hereby declare that the above furnished details are true to be best of my knowledge and belief.