

RIKITA SALDANHA

BBA GRADUATE



CONTACT

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PROFILE SUMMARY

I am a Bachelor of Business Administration graduate with experience in accounting, business operations, and client management. During my internship at Lilcy Safety Requisites Trading LLC in the UAE, I drafted invoices and quotations, managed client inquiries, handled data management, and prepared detailed reports. I possess strong organizational and analytical skills, with proven ability to manage client communications and improve business processes. I am eager to leverage my expertise in accounting, operations, logistics, and marketing to contribute to business growth and operational efficiency.

EDUCATION

Poornaprajna College, Udupi

Bachelor of Business Administration - 2021-2024

CGPA/Percentage : 9.2

Poornaprajna PU College, Udupi

Pre University Education - 2019-2021

CGPA/Percentage: 91 %

SKILLS

- Client Relationship Management
- Data Management & Financial Reporting
- Invoice Processing & Quotation Drafting
- Operational Efficiency & Process Improvement
- Analytical Skills
- Microsoft Office Suite
- Effective Communication
- Team Collaboration

LANGUAGES

- English: Fluent
- Hindi: Fluent
- Kannada: Fluent

CERTIFICATIONS

- Certified in Personality Development
- Certified in Business Analysis and Process Management.
- Attained certification in Advanced Excel training.
- Completed Human Resources certification

EXPERIENCE

Administrative Assistant at Taslleh Facilities Management

15 SEP 2024 - 15 OCT 2024

- Facilitated communication between departments to ensure timely resolution of client needs.
- Issued tickets and tracked requests using Zoho Books and Zoho Desk, optimizing workflow and improving response times.
- Leveraged CRM software to manage client interactions and follow up with departments, ensuring efficient service delivery and issue resolution.

20 JAN 2024 - 20 MARCH 2024

Intern at Lilcy Saftey Requisites Trading LLC, Dubai

- Prepared and processed invoices and delivery orders.
- Maintained and updated stock levels to ensure efficient inventory management.
- Managed client inquiries to enhance satisfaction and retention.
- Handled data management and prepared reports for informed decision-making.

ACHIEVEMENTS

- Finalist in Daijiworld Television Reality Show 'Biri Pavs' Season 1 poetry Recitation.
- Vice President of ICYM, an organization dedicated to "Leading, Serving, and Empowering."

VISA DETAILS

- Visa type : Visit Visa
- Date of Expiry :7-11-2024