



# CASSANDRA LEITAO

## PROFESSIONAL SUMMARY

Resourceful employee with outstanding knowledge to develop and maintain healthy customer pipeline. Consistently works to attract new business opportunities. Talent in administrative oversight, recruitment processes and customer service improvements.

## WORK EXPERIENCE

### Radison Blu Hotels - Front Office Department 2020 - 2024

- Maintained tidy reception area to provide visitors with positive first impression of company.
- Answered and helped resolve enquires from clients, vendors and general public.
- Handled office petty cash and maintained flawless records.

### Vasta Data Outsourcing Consultancy Services PVT. LTD - On Job Training (07/2019 - 08/2019)

- Adapted to new situations and learned new skills quickly.
- Worked productively with team members to achieve common goals.
- Showed initiative and willingness to take on new challenges.

### GOVT. OF INDIA - On-Job Training (05/2019 - 06/2019)

- Maintained orderly files with updated, easily accessible information for staff.
- Used strong work ethic to meet stringent deadlines.
- Addressed incoming requests for information, inquires and complaints.

## ACCOMPLISHMENTS

- Award in Accounting and Management.
- Participation in World Centric Workshop on Innovation, Creativity & Start-ups.
- Completed State Financial Literacy Program (2015 - 16)
- Completed a course for Road Safety Patrol (2015 - 16)

## SKILLS

- Great communication skills
- Quick learner
- Adaptability
- Time Management
- Microsoft Office - Excel, Word, Powerpoint and HTML

## PERSONAL INFORMATION

- Date of birth: 17/05/1999
- Nationality: Indian

## CONTACT

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## EDUCATION

SAP Power User Programme  
MANIPAL INSTITUTE OF  
COMPUTER EDUCATION, 2021

Bachelor of Commerce, Accounts  
CARMEL COLLEGE OF ARTS &  
SCIENCE, Nuvem, Goa, India, 2020

CARMEL HIGHER SECONDARY  
SCHOOL, Nuvem, Goa, India, 2017

## LANGUAGES

- English
- Hindi
- Konkani