



# CURRICULAM VITAE

## Princia Peter Correa

### Career objective:

I am currently looking to elaborate my efficiency, skills and to help a company productively with facing more developing company challenges. I have a solid background in administrative roles, demonstrating proficiency in organizing and managing diverse tasks and responsibilities with a overall experience of 2 years. My experience includes overseeing office operations, maintaining records, coordinating schedules, and ensuring the efficient flow of information. I dedicated to contributing my administrative skills to support success and effectiveness of any organization

### Educational qualification:

**SSLC- DON BOSCO ENGLISH MEDIUM SCHOOL**

**PUC - DON BOSCO PRE- UNIVERSITY COLLEGE**

**B Com - DON BOSCO COLLEGE**

### EXPERIENCE

I Have worked 2 Years has Admin Assistant in the Saloon, with social media service Marketing with Sales in Dubai, UAE

### Passport & Visa Details

Passport No.	:	V4998552
Date of issue	:	03/12/2021
Date of expiry	:	02/12/2031
Place of issue	:	Bengaluru
Visa Status	:	Visit Visa 2 Month
Date of Visa expiry	:	26-03-2024

### **Declaration:**

I hereby declare that all details given here are true and correct to the best of my knowledge and belief.

Place: DUBAI

Date:

**Princia Peter Correa**

### PERSONAL PROFILE

#### Permanent address:

D/o Peter Correa  
12-345, Naidaddu House, Behind  
St. Mary's College Shirva.  
Dist.: Udupi. Karnataka, India  
Pin: 574116  
Mobile: +971547146284  
Email Id:  
[princi75@gmail.com](mailto:princi75@gmail.com)  
location : Deira DUBAI

#### Info Status

**Date of Birth :** 15/07/2003  
**Gender :** Female  
**Nationality :** Indian  
**Marital Status:** Single

#### Languages Known:

English : Proficient  
Hindi : Conversational  
Konkani: Conversational

#### Skills

- Communication Skills
- Customer Service
- Ms. Office
- Enterprise Resource Planning - ERP
- Leadership
- Documentation
- Analytical skills
- Responsibility
- Adminstration
- Time management

#### Field of interests

- Singing
- Artwork