

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:
princiac75@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