


<b>PERSONAL DETAILS</b>		
<i>Name</i>	<b>REEMA AMITHACOELHO</b>	
<i>Date of Birth</i>	15/11/1991	
<i>Nationality</i>	Indian	
<i>Marital Status</i>	Married	
<i>Passport Number</i>	N3432506	
<i>Visa Status:</i>	Visit Visa	
<i>Address (Residence)</i>	Sharjah , U.A.E	<i>Tel.:</i> <b>+971569187732</b>
		<i>Email:</i> <a href="mailto:reemafrancis54@gmail.com">reemafrancis54@gmail.com</a>
<b>Profile interest</b>		
Customer Service Executive/ Front Office Executive /Administration/Legal Admin Assistant		
<b>CAREER HISTORY</b>		
<i>Period</i>	<b><u>2017-2018</u></b>	<i>Establishment</i> <b><u>Carc Janet Infra Projects Private Ltd</u></b>
<i>Position</i>	<b><u>Front Office Executive / Admin</u></b>	<i>Country</i> <b><u>India</u></b>

### Responsibilities:

**As and admin support:**

<i>Period</i>	<b><u>2015- 2016</u></b>	<i>Establishment</i>	<b><u>Manu Advocates, Mangalore</u></b>
<i>Position</i>	<b><u>Admin Executive Cum Legal Assistant</u></b>	<i>Country</i>	<b><u>India</u></b>

**Internship Experience and Honors:**

- September 2014-April 2015: Clinical Course: Inclusive of Moot Court training and extensive internship under an advocate with an overview of the functioning of trial courts, observation of plea negotiations and a variety of pre and post-trial court hearings.
- Participated in the class Mock Trial
- Research in Psychology
- Been an active member of National Service Scheme (N.S.S) and participated in various activities for the betterment of the society.
- Honours Programme in Human Resource

Strengths	LANGUAGES
Leadership Quality, Hard Working, Trust worthy, Confident, Team Leadership, Strong verbal communication, development aptitude	English, Hindi, Konkani,Kannada.
PROFESSIONAL QUALIFICATIONS	
<ul style="list-style-type: none"><li>• LLB - SDM Law College, Mangalore, India in the year 2015</li><li>• Graduated in Bachelor of Arts from St. Agnes College, Mangalore University, India in the year 2012.</li><li>• Pre-University Schooling(P.U.C) from St. Agnes College Mangalore, India in the year 2009</li></ul>	
COMPUTER SKILLS	
<ul style="list-style-type: none"><li>• Microsoft office - Ms-Word, Internet, MS-Excel, MS-Power Point, MS-Access, outlook.</li></ul>	
FUTURE GOALS AND CAREER PLANS	
To be associated in the field where I can seize the opportunity to my best in order to attain excellence. I would like to work in an organization which offers a pleasant working environment to utilize my strength to fullest.	

I hereby certify that the above particulars are true and correct to the best of my knowledge.

Date:

Reema