PERSONAL DETAILS					
Name	REEMA AMITHACOELHO				
Date of Birth	15/11/1991				
Nationality	Indian				
Marital Status	Married				
PassportNumber	N3432506				
Visa Status:	Visit Visa				
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Address(Residence)	Sharjah , U.A.E	Tel.:	+971569187732		
		Email:	reemafrancis54@gmail.com		
Profile interest			°		
Customer Service Executive/ Front Office Executive /Administration/Legal Admin Assistant					

CAREER HISTORY					
Period	<u>2017-2018</u>	Establishment	Carcanet Infra Projects Private Ltd		
Position	Front Office Executive / Admin	Country	India		

## **Responsibilities:**

- Routine Clerical works and administrative jobs
- > Attending incoming calls, responding to them and transferring the call to the appropriate department.
- Maintaining important documents, files and records in an organized manner.
- Coordinating with the departments.
- > Providing assistance to the heads in the administration department.

#### As and admin support:

- > Handle requests, feedback, and queries quickly and professionally
- Arrange executive travel, hotel and dining arrangements as needed
- > Take dictation and meeting minutes, accurately enter notes and distribute
- Monitor office supply levels; reorder when appropriate
- Maintain strong relationships with vendors and keep data in order to get the best services
- > Produce professional-quality reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system for both paper and electronic records Delegate tasks as appropriate to other members of the team

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

## **Responsibilities:**

- Greeting Clients & Booking meetings
- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney. Answering & Forwarding phone calls
- Helps develop cases by maintaining contact with people involved in the case; scheduling depositions; preparing and forwarding summonses and subpoenas; drafting complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.

### **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.	

# PROFESSIONALQUALIFICATIONS

- LLB SDM Law College, Mangalore, India in the year 2015
- Graduated in Bachelor of Arts from St. Agnes College, Mangalore University, India in the year 2012.
- Pre-University Schooling(P.U.C) from St. Agnes College Mangalore, India in the year 2009

## COMPUTERSKILLS

• Microsoft office - Ms-Word, Internet, MS-Excel, MS-Power Point, MS-Access, outlook.

## 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