

# **CURRICULUM VITAE**



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**Current Location: Sharjah**

<b><u>OBJECTIVE</u></b>	<b>To seek a challenging career which would provide opportunity to enrich my knowledge, my skill, and talents and to serve the organization to the best of my ability.</b>
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## **EDUCATIONAL QUALIFICATION**

<b>Examination</b>	<b>Year</b>
<b>SSLC</b>	<b>2010</b>
<b>Pre University College</b>	<b>2012</b>
<b>Bachelor Of Commerce</b>	<b>2015</b>

## **PRIVIOUS EXPERIENCE**

<b>Designation</b>	<b>Work Period</b>	<b>Company</b>
<b>Fashion Consultant</b>	<b>Jan 1 2016 to sep 5 2016</b>	<b>Bwitch</b>
<b>Fashion Consultant</b>	<b>2016 sep 27 to 2019 Feb 27</b>	<b>Louis Philippe</b>
<b>CRO</b>	<b>2019 oct 1 to 1 Oct 2020</b>	<b>Raymond Apparel Limited</b>
<b>Receptionist</b>	<b>2016 Feb 1 to 2019 Dec</b>	<b>Grand plaza</b>
<b>Manager</b>	<b>2020 Dec 1st to 2021 July 31</b>	<b>Hotel Residency Gate</b>

## **DUTIES CARRIED OUT:**

### **Fashion Consultant**

- Providing advice on outfits, color combinations, fabrics, and accessories.
- Assisting Store Managers to achieve fashion goals. Ensuring the client's satisfaction. Growing the client database and generating leads and selling services to the clients.

### **CRO (Customer Relation Officer)**

- Also known as stylists or image consultants, fashion consultants help clients to develop and enhance their professional and/or personal image.
- Their duties include helping clients decide which styles are most flattering and suitable for them.

### **Receptionist**

- Greet guests as they arrive. Answer phone calls and emails from clients.
- Maintain calendars for the office and your coworkers. File important documents and keep them well organized.
- Perform any other clerical duties necessary to keep the office running.

### **Manager**

- Manage hotel services, such as accommodation and catering.
- Oversee events and conferences.
- Trouble-shoot any issues arising in hotel operations.
- Liaise with contractors and suppliers.

- Supervise any maintenance work and renovations.
- Safeguard security and compliance, conducting inspections where necessary.
- Managing budgets and controlling expenditure.
- Tracking hotel revenues, setting sales targets and optimizing profits.
- Analyzing sales figures, reports and the different market segments and channels to define the best-suited pricing and distribution strategies.
- Maintaining statistical and financial records.

### **PERSONAL DETAILS:**

Date of Birth : 31/03/1995  
Sex : Female  
Religion : Christian  
Nationality : Indian  
Marital Status : Single  
Languages Known : English, Hindi, Kannada, Konkani, Tulu  
and Malayalam  
Passport No. : M3224598  
Availability : Immediate

### **HOBBIES AND INTERESTS**

Badminton, Mobile Games, Travelling, Cooking, Dance.

### **Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge

**Place: Sharjah**

**Name: Sijin Lita Pinto**