RESUME

Miss. Rupa Rodrigues

Residential Address : Bldg. Indu Apartment,

Flat No. 1, Ground Floor,

Kirol Road, Opp. Jolly Gymkhana,

Vidyavihar (W), Mumbai – 400086

Contact Number : 7045879917

Date of Birth : 28th February 1980

Marital Status : Unmarried

Hobbies : Listening to music, Cooking & Gardening.

Languages Known : English, Hindi & Marathi.

Education Qualification : Passed S.S.C. from Mumbai Board.

Passed H.S.C. from Mumbai Board.

Passed B.A. (Sociology) from Mumbai University.

Institutional Qualification: Certificate in office computing (DOS, Windows 98, MS-Word,

Ms-Excel & Ms PowerPoint)

Work Experience : Worked as a Data Entry Operator at Spectrum Business Support

Pvt. Ltd. for a duration of six months on contract based.

Worked as a Data Entry Operator at System Support Services Pvt.

Ltd. for a duration of three years on contract based.

Worked as a Back Office Executive at Soft Age Information Technology Pvt. Ltd. for a duration of five years.

Worked as a Back Office Executive at Adroit Corporate Services Pvt. Ltd. for duration of three years.

Worked as a Receptionist at Shree Open MRI Centre for a duration of one year.

Worked as a Receptionist at Screen Art & Graphic for six months on temporary based.

Signature :

Date :