CURRICULUM VITAE

MRS. SMITHA ASUMPTHA D’COSTA

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| Objective | A position that will capitalize on acquired expertise and developed management skills in contracting effectively towards the success of the organization there by obtaining a challenging and responsible position in a professional managed organization. |

# ***Professional Experience:***

## **SCHOOL SERVICES**

Worked as a Teacher in Navachethana English Medium Hr. Pry/High School, Mangalore, Karnataka India for a period of 4 years.

Worked as a Teacher in Little Buds Nursery , Abudhabi, UAE. For a period of 7 months.

##### ADVOCATE OFFICE

Worked as a Clerk-cum Receptionist in an Advocate Office for a period of 1 year.

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| **Interest and Activities** | * Listening to music * Playing, dancing, drawing, crafting |

***EDUCATIONAL QUALIFICATION*:**

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| **COURSE** | **INSTITUTION** | **YEAR OF PASSING** |
| **S.S.L.C** | **AMRUTHLALJI HIGH SCHOOL** | **2000** |
| **P.U.C** | **ST. AGNES P.U. COLLEAGE, MANGLAORE** | **2002** |
| **DIPLOMA IN SECRETARIAL SCIENCE** | **BALMATA INSTITUTION OF VOCATIONAL STUDIES** | **2003** |
| **DIPLOMA IN ELECTRONIC TYPEWRITER/FAX/TELEPHONE OPERATION AND RECEPTIONIST DUTIES** | **BALMATA INSTITUTION OF VOCATIONAL STUDIES** | **2003** |
| D.P.P.E (DIPLOMA IN PRE – PRIMARY EDUCATION) | **ST. ANN’S COLLEGE OF EDUCATION, MANGALORE.** | **2007** |

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| **Personal Details** | Date of Birth | 02-08-1983 |
| Sex | Female |
| Nationality | Indian |
|  | Marital Status | Married |
| **Languages Known** | English, Hindi, Kannada, Konkani, | |
| ***PASSPORT DETAILS*** | | |
| Pass Port No. | J 5676466 | |
| Place of Issue | BANGALORE | |
| Date Of Issue | 14-02-2011 | |
| Date Of Expiry | 13-02-2021 | |

**Visa status Residence visa (husband sponsor)**