

LAXMI KHAIRE



CONTACT

✉ laxmikhaire1995@gmail.com
☎ +91 7378791683
📍 Panjim, Goa.

SKILLS

LinkedIn Recruiter, Bankstaff, HR Recruit
Ms Office Suite (Excel, Outlook, Word)
Job boards (Job Diva, Monster)
Communication & Interpersonal skills

PROFILE

The only way you can trust I'm good for you is by giving me a chance to prove myself. My name is Laxmi Khaire. I would like to share a little bit about myself so that you can get a slight gist of who I am. I was born and brought up in Maharashtra but have shared almost half my life in Goa. I have three siblings, all of which are younger than me. I live apart from my family, but stay connected. I grew up with the passion to be a singer, but with age and under circumstances, I amicably gave up the passion, all the more realising there is so much more I could learn so I decided to venture the different fields and work towards flourishing in the one I find my heart in.

EDUCATION

2012	SSC GOA BOARD
2014	HSSC GOA BOARD
2020	BA - LITERATURE Attempted final year

EXPERIENCE

<i>Dec 2024 - June 2025</i>	Management Trainee (Non-healthcare - creative division) Lancesoft Inc., Panjim Interacting with department heads to identify job openings and prepare descriptions and requirements Finding and filtering appropriate job applicants on W2 contracts and performing reference checks Scheduling interviews, screening and sourcing resumes, cold calling candidates. I am proud to share that within just 5 months, I secured two job offers, which reflects my dedication and effort throughout the process.
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March
2024 -
September
2024

Operations Executive

Open Destinations Pvt Ltd, Panjim
Primarily customer service role

Handled ticket booking for UK client
'Holiday Extras.'

Managed/edited bookings, handled
customer inquiries regarding UK airport,
hotels, parking, lounges, FasTracks and
transfers

Understood I have an average typing speed
record of 45-47 WPM (It has been better
than this)

March
2022 -
July 2023

Project Executive

ARAMUC WORLDWIDE PRIVATE LIMITED,
SANGOLDA

Handling operations like auditing,
maintaining lease agreements, record of
vendor list, mail merge for agreements,
excel sheet of villa bookings and
maintenance costs.

Resigned due to office relocation to Siolim
(I don't have a vehicle)

October
2020 -
February
2022

Customer Care Executive

Dsouza Infotech PVT, LTD, Panjim

Inbound/Outbound calls B2C for USA,
Australian, and UK customers

Customer servicing and remote set up of
printers.

December
2018 -
Jun 2019

Telemarketer

Creometric Digital Marketing Company, Porvorim

Worked with Tito's clients for ticket
bookings

Continued as Customer Service Executive
till September 2019

Did back-end WordPress for Late Wendell
Rodrick's website (one of the clients)

Tele called clients for advertising

Contributed content for the 'itsgoa' website

2014 -
2017

Editorial Assistant

The Hello Group, Porvorim

Writing content for the 'Goenkar' Magazine
and writing content for event brochures

HOBBIES

Writing

Reading

Singing

Socializing

LANGUAGES

English - Native