

CURRICULAM VITAE

Damasceno F. Rodrigues

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CARRIER OBJECTIVE

Desires a challenging role in a professional Environment, an organization with ambitious aim, offering responsibility in all levels, resulting in a long term career advancement and better knowledge. A challenging work experience that will grow and capitalize on my studies and knowledge.

Key Strengths

- Innovative, Hardworking, Honesty.
- Self Motivated and capable to mix easily with different situation.
- Perform assigned tasks with great responsibility.
- Excellent interpersonal and team work skills.
- Professional Approach in the job and matters assigned.
- Ability to deal and interact with people.
- Skilled at planning, coordinating and monitoring the programme.

Qualification

Higher Secondary School Certificate (S.S.C.)

Computer Literacy:

Basic Knowledge of MS-Office (Word,) and Internet.

Personal Information:

Date of Birth	: 04-12-1973
Father Name	: Diago C. Rodrigues
Sex	: Male
Marital Status	: Married
Passport	: M 7542118
Place of Issue	: Dubai
Languages Known	: English, Hindi, Konkani, Arabic
Special Interest	: Reading Books, Listening Music, Playing Football.
License	: Having Valid U.A.E. Driving License(Manual/Automatic)

Job Experience's:

Multipack Printing Press(Shj).

Store Supervisor

From 1994 to 2010

Job Profiles Include:

- Complete store operational requirements by scheduling and assigning employees and following up on work results.
 - Oversee the day to day operations of the store.
 - Maintain High Standards in customer service.
 - Encode the delivered or ordered store materials and products.
 - Help the purchasers with their demands, suggestions and complaints.
 - Communicate with the administrator concerning the sales.
 - Act as office in charge in the absence of manager.
 - Assisting other store workers with their work.
 - Check the products previous to the opening and closing of the store.
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Crown Printing Press(Shj).

Sales Executive

From 2010 to 2012

Job Profiles Include:

- Maintaining and developing relationships with existing customers via meetings, telephone calls and email.
 - Prepare sales action plans and strategies.
 - Gathering market and customer information.
 - Liaising with suppliers to check on the progress of existing orders.
 - Recording sales and order information and sending copies to the manager in the end of the day.
 - Negotiating variations in price, delivery and specifications with manager.
 - Develop and make presentations of company products and services to current and potential clients.
 - Monitor competitors, market conditions and product development.
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**Champions Energy Inc.(Shj).
Sharjah Airport Free Zone**

Logistic Assistant /Supervisor
From 2013 to 30th April2018

- Supervise the workers in Steel Fabrication Work with around 20 worker
- Can do custom work of handling import/export of documents clearing of custom duty goods.(Saif Zone Shj).
- PRO work of the company processing of visa and other related documents.
- Attend meetings with clients/collection and follow up with payments.
- E-mails follow up, invoicing and delivery note preparation.
- To see the materials requirement ready in store .
- To do workers pay roll/overtime salary list.
- Purchase materials from Hardware and suppliers...

ALTON FENCING & STEEL TRD.LLC

Sharjah/Dubai UAE

Site Supervisor/Production In charge
From 10th June 2018 to 8th Sept 2020.

- Supervise the workers in Steel Fabrication/Fencing/Precast Blocks section with around 60 workers to see the workers does they duty an check that all tools/machinery are working in proper condition.
- Attend meetings with clients/collection and follow up with payments
- To see the materials requirement ready in store an order if required.

Declaration

I hereby declare that the above furnished information's are true to best of my knowledge.

[Damasceno F. Rodrigues]