



## CARLTON SILVEIRA

+971502812769  
Carltonsilveira56@gmail.com  
Dubai, UAE

### Personal Details

Date of Birth : 29-09-1997

Nationality : Indian

Gender : Male

Marital Status : Single

### Languages Known

English, Hindi.

### Education

Bcom

### Additional Qualifications

Diploma in International Airlines

And Travel Management with

Galileo CRS Certification.

Diploma in Airport Operations

And Ground Handling.

Diploma in Air Cargo Management.

### Technical Skills

MS Word

MS Excel

MS Outlook

## Curriculum Vitae

### CAREER OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my Education, Skills and experience a place where an encouraged and permitted to be an active participant as well vital contribute on development of the Company.

### KEY SKILLS

- Great Communication Skills
- Customer Relationship Management
- Excellent Time Management
- Problem Solving
- Decision Making
- Basic administration skills.

### INTERNSHIP

#### Admin Cum Storekeeper At

(Jumeirah Emirates Towers, Dubai-UAE)

3rd Aug 2024 To 7th Feb 2025.

- Managing Admin works of the department as per Company procedures.
- Handling Engineering Store Purchasing & inventory by maintaining stock value of the store.
- Receive all Engineering Invoices i.e Direct, Capex & Contract invoices.
- Segregating the invoices by taking copies and entering it in invoice submitted in MS excel sheet by taking a print & submitting the original invoices in receiving and getting Receiving signature on the printed invoice submission copy.
- Assisting the coordinator with the collection of data for Fire, Life & Safety Reports and updating it on the system in MS Excel.
- Updating PH, PTO, Extra Hours in MS Excel.
- Making Work Permits on EAM.
- Manage & Track Colleagues Attendance, Public Holidays & Extra Hours by updating and submitting in Gartner Time and Attendance on Mercury Website.
- Material Requisition Work Order Posting on EAM.
- Stock Invoice Posting on EAM.

### WORKING EXPERIENCE

#### 1441SPORTS & FITNESS, DUBAI-UAE

##### ADMIN

DEC 2023 TO FEB 2024

- Using software Applications like Soho Books, Shopify, Amazon, Noon.
- Creating the picklist of the orders.
- Printing Amazon Shipping Labels and scanning the barcode which is to be shipped to the customer.
- Interacting with the accounts team to create the invoices of the products to be delivered.
- Printing of proforma invoices and delivery notes.
- Filling of MAX Couriers slips and fulfilling it on software like Zoho books and Shopify before the
- products move out of the warehouse

**NATIONAL INSURANCE CO.LTO, GOA INDIA.**  
**ASSISTANT IN DOCUMENTATION**  
**JAN 2022 TO OCT 2022**

- Recording details of the insured party, coverage terms, and policy limits.
- Documenting communication with the claimant and any third parties involved.
- Collecting and organizing supporting documents (e.g., photos, police reports)
- Maintaining a record of claim assessment.
- Recording information used to evaluate risks.
- Documenting underwriting decisions.
- Keeping records of customer inquiries, complaints, and resolutions.

**BIG BREAD BAKERY, GOA-INDIA**  
**CASHIER**  
**JUL 2020 TO SEP 2021**

- Involved in handling cash and packing of Pastries/ Cake

**CARGO SERVICE CENTER, MUMBAI- INDIA**  
**TRAINEE CARGO ASSISTANT**  
**AUG 2019 TO APR 2020**

- Assisted in the preparation of documents, including
- Direct Shipment and consolidation, Master Air way Bill (MWAB), House Air way Bill (HAWB).
- Assisted in Flight Manifest, Check sheet, Segregation of Reports. Maintained an organized filing system for production documents, making it easy to retrieve information when needed.
- Coordinated with teams to providing accurate information and required documentation.

**DECLARATION**

I hereby certify that particulars given above are true and correct to the best of my knowledge.

**CARLTON SILVEIRA**