



CARLTON SILVEIRA

Objective

Seeking a suitable position in an established organisation where I can display my abilities and knowledge to contribute to the growth of the organisation and simultaneously widen my knowledge in a rapid changing field.

Internship

Engineering Intern- Admin Cum Storekeeper (Jumeirah Emirates Towers, Dubai-UAE)

- 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 Gantner Time and Attendance on Mercury Website.
- Material Requisition Work Order Posting on EAM.
- Stock Invoice Posting on EAM.

5th Aug
To




Work Experience

1441 Sports & Fitness, Dubai-UAE

- Using software Applications like Zoho 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.

Dec
2023
-
Feb
2024

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 carltonsilveira56@gmail.com

 Dubai- UAE

Education

Bachelor of Commerce:
St. Xaviers College, Mapusa-
Goa
2019

Vocational (Accountancy
& Auditing):
St. Xaviers HSSC
Mapusa- Goa
2015

Chubby Cheeks Spring
Valley High School
SSC
2013

Technical Skills

Microsoft Office(Word, Excel, Outlook)

Character Strength

Trustworthy, Honest, Friendly.

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.

Personal Profile

Date of Birth: 29 September 1997

Nationality: Indian

Language known: English And Hindi.

Jan
2022
-
Oct
2022

National Insurance Co. LTD, Goa- India

Assistant in Documentation

- 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.

Jul
2020
-
Sep
2021

Big Bread Bakery, Goa- India

Cashier

- Involved in handling cash and packing of Pastries/ Cakes.

Aug
2019
-
Apr
2020

Cargo Service Center, Mumbai- India

Trainee Cargo Assistant

- 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 declare that the above data is true to the best of my knowledge. If given a chance, I assure you I will prove to be an asset to your esteemed organisation.