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| **DUSTIN JOSEPH PEREIRA****Email :** **dustinpereira7@gmail.com****Contact  :** +971525471566**Address :** Al Nahda 2, DIRC Building, Flat – 204, Dubai, UAE.  |  |
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I am an experienced, hard working successful professional with excellent people management skills and an ability to manage change with ease. Possess self confidence and always believes in giving my best. I have a strong ability to work individually and able to work in team environment.

**SKILLS**

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| Strong time management | Attention to detail | Interpersonal skills |
| Ability to multi Task |  Goal and Target oriented | Friendly |
| Maintain Deadlines | Strong communication | Customer satisfaction |

**OCCUPATION DETAILS**

 **GO GROUND AVIATION SERVICES LIMITED Feb 2020 – Mar 2023**

 **Cargo Agent – Operations**

* Booking of cargo shipments according to their right destination.
* Supervising the weights of the cargo before booking the shipments.
* Making sure the labels are done correctly over the shipments.
* Escorting the cargo towards the ramp area.
* Supervising of loading and unloading of the cargo shipments.
* Making sure the shipments have reached their proper destination and are received by the agents.
* Supervising the warehouse and keeping an account of the inventory.
* Filing all the shipment documents.
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* **Sovika Aviation Services Pvt.Ltd ( Vistara Airlines) Jan 2018 – Jan 2020**

 **Cargo Agent – Operations**

* Booking of cargo shipments according to their right destination.
* Supervising the weights of the cargo before booking the shipments.
* Making sure the labels are done correctly over the shipments.
* Escorting the cargo towards the ramp area.
* Supervising of loading and unloading of the cargo shipments.
* Making sure the shipments have reached their proper destination and are received by the agents.
* Supervising the warehouse and keeping an account of the inventory.
* Filing all the shipment documents.
* **TODOS RESTAURANT (Pune) Jul 2016- Dec 2017**

 **Receptionist Cum Sales Accountant**

* Organizing food products and packing orders.
* Assisting cooks for food preparation.
* Taking payments for food orders and providing correct change.
* Product arrangements and up-selling.
* Handling the entire stock and keeping an account of the inventory.
* Taking customers orders via phones or mobile apps.
* Cash handling and submitting daily reports and sales reports.
* **FLURYS Dec 2014 - Jun 2016**

 **GSA – Guest Service Representative**

* Organizing food products.
* Heating confections according to recipe specifications.
* Using moulds to create confection shapes and textures.
* Upholding workplace to food safety standards.
* Working with a team to meet quantity expectations.
* Assisting with special projects such as holiday gift baskets.
* Providing feedback on new products.
* Preparing, cleaning and maintaining of all equipments.

* **HOTEL THARA MAHAL Jan 2014 – Dec 2014**

 **Receptionist**

* Greet clients as soon as they arrive and connect them with the appropriate party
* Create and manage both digital and hardcopy filing systems for all partners
* Make travel arrangements and schedule meetings based on all partners' itineraries
* Deal with bookings by phone, e-mail, letter, fax or face-to-face
* Complete procedures when Guests arrive and leave
* Prepare bills and take payments
* Take and pass on messages to Guests
* Deal with special requests from Guests
* Answer questions about what the hotel offers and the surrounding area
* Deal with complaints or problems
* Answer telephone calls and take messages or forward calls
* Schedule and confirm appointments and maintain event calendars
* Check visitors in and direct or escort them to specific destinations
* Inform other employees of visitors' arrivals or cancellations
* Enter customer data and send correspondence
* Copy, file and maintain paper or electronic documents and records
* Handle incoming and outgoing mail

**ACADEMICS**

* Completed Graduation from IGNOU, Kolkata in 2021.
* Completed I.S.C. from Julian Day School, Kolkata in 2009.
* Completed I.C.S.E. from Assembly of God Church School, Kolkata in 2007.

**PERSONAL DETAILS**

Address : 18, Subodh Park Roynagar Bansdroni Kolkata -700070, West Bengal, India.

Date Of Birth : 19th March,1988

Nationality : Indian

Father’s Name : Peter Pereira

Mother’s Name : Pushpa Pereira

Passport NO. : W5324610

Marital Status : Married

Visa Status : Residence Visa

Visa Expiry : 5th June, 2025

**LANGUAGES KNOWN**

* English
* Hindi
* Bengali