

Frenzio Valentino Roch Fernandes



Education And Qualifications

CLASS	INSTITUTION	BOARD/UNIVERSITY
B. Com in Management	MES College of Arts and Commerce, Zuarinagar, Goa.	Goa University
H.S.S.C. (Commerce)	MES Higher Secondary School, Zuarinagar, Goa.	Goa Board
S.S.C.	Infant Jesus Academy, Velsao, Goa.	Goa Board

Work Experience

Cashier/ Customer service at Suzuki supermarket, Goa

5/02/2022 – 13/10/2022

- Solved billing problems and answered customer inquiries.
- Balance cash drawer at the close of each shift.
- Resolved customer complaints and provided product information.
- Helped customers with their needs.

Receptionist at resort Palmeiras Dourado, Goa

9/11/2022 – 03/05/2022

- Making reservations by phone and in person.
- Checking guests in and out of their rooms.
- Preparing bills and taking payments.
- Filling all paper works, receipts and reservations.
- Giving good hospitality to the guests and providing them with each and every information.
- Keeping the reception area clean and tidy at all times.

Achievements

Successfully completed a **Diploma in Computerized Financial Accounting** with proficiency in, Windows 7, MS-Office 2013 (Word, Excel, Access, PowerPoint) Internet, Tally.ERP9 (Accounting, Inventory, GST, TDS, Payroll, Cost Centers, Budgets, Bank Reconciliation, Orders, Zero Valued Entries, Multiple Currencies, Price List, POS, Unconventional Vouchers) with Grade **A**, from Comtech Computer Academy, Majorda, Goa.

Profile:

Sex: Male

DOB: 28/05/2001

Nationality: Indian

Religion: Roman Catholic

Languages: English, Hindi, Konkani.



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205, Muwelieh commercial
Sharjah. UAE



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PASSPORT DETAILS

Passport No: V4850919

Date of Issue: 04/02/2022

Date of Expiry: 03/02/2032

Participations

- Participated in the Taluka Level 'Volleyball Tournament' organized by the Directorate of Sports & Youth Affairs, Goa.
- Participated in the Taluka Level 'Athletic' organized by the Directorate of Sports & Youth Affairs, Goa.
- Participated in the Taluka Level 'Subroto Mukherjee Football Tournament' organized by the Directorate of Sports & Youth Affairs, Goa.
- Participated in the 'Cyber Crime Awareness Webinar,' Organized by The International Association of Lions Club, Lions Club of Dabolim, Goa.
- Participated in the Taluka Level 'Football U-14 Boys' organized by the Directorate of Sports & Youth Affairs, Goa.
- Participated in the 'Science Festival' organized by the Dept. Of Science and Technology- Govt. Of Goa.
- Participated in the Inter School Drawing and Quiz Competition, Organized by the Queeny, Goa.
- Participated in the 'Monitor Orientation Workshop' Organized by Vidya Bharati, Mormugao, Goa

Skills & Hobbies

- Verbal Communication,
- Basic Computer Skills (MS Office),
- Quick Learner,
- Good persuasive strategies,
- Sports Activities
- Drawing and painting

References

I, Frenzio Valentino Roch Fernandes, hereby declare that all the above details given by me are true to the best of my knowledge.

Yours sincerely,

(Frenzio Valentino Roch Fernandes)