

# JACKSON OLIVERA



## About Me

Business Administration Student.  
I consider myself a responsible and orderly person.  
I am looking forward for my first work experience.



+971529873311



jackson.olivera2403@gmail.com



Dubai, United Arab Emirate

## PERSONAL SKILLS

- Leadership
- Communication Skills
- Management Skills

## TECHNICAL SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Tally

## AWARDS

- 02-2022- Participate in 'Novation' management fest in our college and won First Prize in Marketing Round.
- 07-2023- Won 'Best Auditor' award in 'V-Grow' commerce fest.

## WORK EXPERIENCE IN UAE

**PART TIME JOB :- Khorium Technologies**  
**Customer Service Representative - March 2024- May 2024**

- Communicate with clients via phone calls or chat.
- Enter and update customer information in the database.
- Delivering information about a company's offerings.
- Address any questions or issues customers may have.
- Follow up on calls as needed.

## WORK EXPERIENCE IN INDIA

**INTERNSHIP :- Mumme bakery products industry**  
**Food Packer & Store Keeper- September 2023- November 2023**

- Inspected and packaged food.
- Helped prepare foods for packing.
- Responsible for the assembly and labeling of all packing.
- Dispatching stock to different location.
- Check outgoing orders for accuracy.

## EDUCATION

**09-2023 -Bachelor's Degree in Business Administration**  
Dr.B.B.Hegde First Grade College, Kundapura

**03-2018-Pre-University College: Commerce**  
Government PU College, Kundapura

**04-2016-High School Diploma**  
M.Bhaskar Pai Government High School Gujjadi.

## PROFILE

- |                   |                                    |
|-------------------|------------------------------------|
| • Name            | : Jackson Olivera                  |
| • Date of Birth   | : 24-03-2001                       |
| • Gender          | : Male                             |
| • Nationality     | : Indian                           |
| • Marital Status  | : Single                           |
| • Languages Known | : English, Hindi, Kannada, Konkani |
| • Passport Number | : T7895700                         |
| • Visa Status     | : Visit Visa                       |

## DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above -mentioned particulars.

**JACKSON OLIVERA**