

JACKSON OLIVERA



About Me

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



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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