



Oliver Lawrence Dsouza

SOBH paradise building 2
Flat no - 307, 3rd floor.
Opp: Oriental House 2, Al Hamriya, BurDubai.

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I am a passionate and goal oriented individual looking for challenging role in a reputed organization to utilize my technical and management skills where I can benefit the organization and also upskill myself in the process of learning and prove to be an asset to the organization.

Graduation

2018 - 2021

Milagres College Kallianpura,
B.com graduate, secured an overall
percentage of 71.38%.

Pre-University

2016 - 2018

Milagres Pre University College
Studied Commerce and secured
61.66% in the board examination.

Schooling

2015 - 2016

Carmel English medium High
School kemmannu SSLC -
Scored 87.52% in board
examination.

Computer Skills

- Microsoft Excel & Advanced Excel
- Microsoft Word
- Tally Prime in VAT
- Stock market Investor and Trader

Skills & Proficiencies

- Efficient in coordinating tasks in a team
- Good communication skills and leadership qualities
- Innovative and creative person
- Ability to think and take quick decision.

DECLARATION:

I hereby declare that the above information given by me is correct and true to the best of my knowledge.

OLIVER LAWRENCE DSOUZA

UDUPI

Work Experience

Front Office Manager for Palace Garden Resort Kaup
30th December 2022 - 6th January 2024

- Supervising Front office Operations
- Administrative work
- Guest Handling
- Cash Handling
- Training and Development of Staff
- Promotional Calls and Sales Marketing
- Operational Oversight

• **Worked as an ODC for multiple resorts and Hotels in Service department**

Achievements & Certifications

- Took part in RDC, Represented NCC Directorate Karnataka/Goa at the annual NCC Republic day camp and also participated in Republic Day Marching Contingent Held at New Delhi on 26/01/2018.
- NCC Senior under officer at Milagres College for the Annual Year 2018 - 19
- Was a Kabaddi team Captian for 6 years at various Institute & clubs
- Participated in "Leadership development program" Held at Sahyadri college of Engineering & Management.
- Have completed certified course in Communicative English held at Milagres college kallianpur

Languages

- Kannada
- English
- Hindi
- Konkani
- Tulu