

# Jason Edward Correya

Manager - Operations

## PROFILE

Experienced professional with a versatile background in administrative support, sales, and customer service. Seeking a role that capitalizes on my skill set to enhance operations, drive revenue, and provide exceptional customer experience.

## WORK EXPERIENCE

### Paulsons Beauty and Fashion Private Limited

Manager - Operations  
2017 – 2021

- Successfully led and managed daily operations, overseeing a team of 12 staff members.
- Implemented strategic marketing initiatives that resulted in a increase in client bookings and salon revenue
- Developed and executed employee training programs, enhancing team performance and ensuring consistent service quality.
- Managed financial aspects of the salon, including budgeting, expense tracking, and revenue reporting.
- Conducted regular staff meetings to communicate goals, address concerns, and foster a collaborative team atmosphere.
- Created and managed staff schedules, effectively balancing coverage to meet client demand and employee availability.
- Implemented COVID-19 safety protocols and guidelines, ensuring a safe and comfortable environment for both clients and staff.

### Archiproducts Unlimited

Marketing executive/Store Manager  
2022-2023

- Contacting Customers/Interior designers/Architects and explaining the various products and getting enquires and later converting them.
- Taking orders and following up until installation and inspection in co-ordination with the installation team.
- Meeting sales projections, generating ongoing sales opportunities and achieving organizational goal.



☎ +971 507049154

✉ bronzo.jason@gmail.com

📍 Dubai UAE

## EDUCATION

Graduate  
Bachelor of Arts - Economics  
Loyola College  
Chennai - India

## SKILLS

- Customer Service
- Adaptability
- Multi tasking
- Communication
- Planning and organizing
- People Management

## Languages

- English - Read / Write / Speak
- Tamil - Speak