

CURRICULUM VITAE



ROWENA CONCEPTION CARDOZ

PROFILE

I am a fast learner who likes to take on challenges to improve my problem-solving and decision-making skills to achieve better results in my day-to-day tasks.

PERSONAL DETAILS:

Gender: Female
Nationality: Indian
Passport No: S6611571
Date of Birth: 19/02/2004
Place of Birth: Dubai, UAE
Visa Validity: 10/11/2022
Visa Type: Resident, Father Sponsor

LANGUAGE

English (Write & Speak)

CONTACT

PHONE:
+971 58 245 1191

EMAIL:
Conception1904@gmail.com

ACTIVITIES AND INTERESTS

Learning
Social Networking
Baking
Music

REFERENCES:

Available on Request

WORK EXPERIENCE

INTERN

Logical Freight Services, Oud Metha, Dubai UAE

2021 July to 2021 August

- Forward inbound documents to the operations team
- Learn how to compose emails to clients with measurements •
- Determined freight rates from FCL and LCL
- Track shipments to and from desired locations

EDUCATION

Schools:

Athena Group of Schools, IGCSE completed (Accounting, Business, Economics, English Language, Mathematics, Psychology) – Certification and Transcript obtained from Pearson, U.K. – June 2021

Bachelor of Science-International Business and Economic Major (Madonna University) – August 2021 to date

Achievements:

Awarded Certifications from Dubai College of Tourism in October 2023 on

- Introduction to Front Office
- Introduction to room inventory management and availability controls
- Menu designing and engineering
- Pricing strategies and distribution channels
- Travel Agency Operations
- Building High performance teams in hospitality

Sophisticated Baking and Cake Design Certification from International Open Academy – Aug 2020 Certificate no. 100-218491

Psychology – Level 4 Certificate from Lead Academy – Aug 2020 Certificate no. 68623-79932-18061

Certificate of Business – Feb 2023 Certificate no. 2021R95218C

Awarded as a topper in Pearson board by Athena education, Garhoud, Dubai securing point 9 in all six subjects for IGCSE in 2021

KEY SKILLS AND CHARACTERISTICS

- Friendly, courteous, and service-oriented
- Primarily a MacOS user and possess sound knowledge and ability towards information and communications technology skills as currently use Teams, Outlook and other MS office applications like Word, Excel, Powerpoint
- Enjoys a competitive environment and is adaptable to change management.
- Competent in the use of social media like Linked In, Instagram, and TikTok and aware of data privacy regulations and confidentiality agreements.