

# SAVIO MELROY FERNANDES



## CONTACT

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📅 07/02/93

## OBJECTIVE

To work in an environment which encourages me to succeed & grow professionally where I can utilize my talents, skills, & knowledge appropriately.

## SKILLS

- Controlling & Managing Inventory Team Leadership Scheduling PC Effective Time Management.

## INTERESTS

- Playing Football, Swimming & Playing the Piano

## EXPERIENCE

### Al Mutawj Transport LLC

Warehouse Assistant

September 2021 -  
Present

- Process inventory for delivery.
- Sort, organize and store inventory in the proper location.
- Package items & labels correctly.
- Scan deliver items & ensure quality.

### Dubai Municipality

Senior Volunteer

April 2022 -  
Present

- Making recommendations for improvement where feasible and appropriate.
- Delivering presentations or reports if necessary.
- Communicating with the supervisor or relevant stakeholders when you are running late or unable to fulfill your duties.

### Holy See Expo 2020 Dubai UAE

Volunteer

November 2021 -  
March 2022.

- People Management.
- Visitor Registration.
- Greeting Guests on arrival.
- Pavilion Tour.
- Guide to Pavillion.
- Greeting VIP Delegates.

### Auckland Race Course

Food Beverage Attendant

July 2016 - January  
2017

- Welcomed and took customer orders.
- Ensured awareness of menu & special items.
- Maintained high standards to provide a pleasant ambience.
- Attend to suggestions & complaints to provide No 1 customer service.

### Accord Global Express Private Limited

Customer Service

June 2017 -  
September 2019

- Manage large amounts of incoming phones.
- Generate sales leads.
- Handle customer complaints provide appropriate solution & alternative within the time limits follow up to ensure resolution.
- Managing junior team of customer service team.

### Otago Polytechnic Institute Auckland New Zealand

Sales Coordinator

July 2016 - August  
2016

- Developed & executed strategies to increasing corporate sales.
- Responding to complaints from client & give after sales support when requested.
- Making significant outbound calls to prospective clients.
- Ensuring the inventory of custom sales presentation is always up to date.
- Assist students who have doubts related to their job internship.
- Maintaining active relationship with other companies.

## EDUCATION

### Otago Polytechnic Institute Auckland New Zealand

Diploma Applied Management  
B

2016

### Madonna University USA

2014

Business Administration Honours  
A