



Gleeson Gavin Rodrigues

S/o Godwin Rodrigues, "GleeGlad" View, Nayampalli 3rd Cross road,
Santhekatte-Kallianpur, Udupi taluk and district, Karnataka, India-
576105. Date of Birth : 04/05/1997. Nationality : Indian. Place of
Birth : Manipal, Karnataka. Currently Living in Dubai,UAE
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Passport And Visa Details

- Passport Number : R6058382
Place Of Issue : BENGALURU
Date Of Issue : 08/11/2017
Date Of Expiry : 07/11/2027
Visa type : Employment
Visa Issuing Date : 21/11/2022
Visa Expiry Date : 20/11/2024

Gender

- Male

Martial Status

- Single

Religion

- CHRISTIAN
(Roman Catholic)

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilise my skills and knowledge appropriately.

Skills

- Communication
- Teamwork
- Prior Experience and Knowledge
- Ability to Learn Quickly
- Social Media
- Punctuality
- Customer Service
- Positive Attitude

Languages

- Konkani
- English
- Hindi
- Kannada
- Tulu
- Tamil

Education

- Mount Rosary English Medium School, Santhekatte-Kallianpur, Udupi, Karnataka, India** April 2013
S.S.L.C
- Milagres College, Kallianpur, Udupi, Karnataka, India** July 2015
PUC : Commerce (HEBA)

- **St.Mary's ITI, Chitpady, Udupi, Karnataka, India**
Mechanic Motor Vehicle (MMV)

July 2017

- **Manipal University Jaipur online**
Bachelor of Business Administration (BBA)

Online studies from Sept 2023

Achievements

- National certificate in modular employable skills

Computer Knowledge

- Tally.EPR 9
- Basic
- Auto CAD

Experience

- **KSRTC Mangalore Division,Udupi, Karnataka, India** 19/09/2018 - 18/09/2019
Apprenticeship training for Mechanic Motor Vehicle (MMV)
 - Mechanic Motor Vehicle repairs, overhauls and services motor vehicles to keep them in good running condition
 - performing basic fitting, grinding, surface finishing sheet metal, bending and welding operations and carry out electrical/electronic, nondestructive, and battery tests, in an automobile workshop. The trainee shall be able to identify the components of petrol/diesel engine. check functionality of dashboard gauges and various sensors installed in engine. carry out repairs in the fuel feed system, perform engine tune up. Troubleshoot petrol engine,electrical,starting, charging, and AC systems and overhaul the petrol/diesel engine.
- **The Ocean Pearl Hotels Pvt. Ltd. Udupi, Karnataka, India** 28/11/2019 - 02/01/2021
Worked as Receptionist / Front Office Assistant (FOA)
 - Performing all check-in and check-out tasks via IDS Next. Managing online and phone reservations. Informing customers about payment methods and verifying their credit card data.
 - Receptionist will be the "face" of the company for all visitors and will be responsible for the first impression we make.
 - The ideal candidate will have a friendly and easy going personality while also being very perceptive and disciplined. We should be able to deal with complaints and give accurate information. A customer-oriented approach is essential.
 - The goal is to make guests and visitors feel comfortable and valued while on our premises.
- **Saahas NGO, Udupi, Karnataka, India** 22/12/2021 - 22/01/2022
Internship as Block Placement
 - Social services.
 - conducting survey for adding database for Survey IT tool Application.
 - Data entry related to IT tool.
 - Support in pasting QR codes in the wards.
 - Help in trial runs of IT tool.
- **Caesars Restaurant and Confectioneries,UAE** 30/09/2022 - Up to date
Sales Associate
 - Responding to customer's questions.
 - Greets and receives customers in a welcoming manner.
 - Ensuring the bakery is cleaned and sanitized daily and meets the company standards for appearance.
 - Providing baked goods to consumers while also providing respectable customer service.
 - Following established departmental and store policies and procedures.
 - Ensuring the quality and freshness of all products and services the confectionery provides.
 - Assisting the customers with cake and special orders. Accurately packaging and labeling the bakery products.
 - Process confectionery orders, such as store items, soft drinks, birthday cakes, wedding cakes, pies, cookies and pastries.
 - Cashiering and reporting daily sales.