 **CURRICULUM VITAE**

**ROY LAWRENCE MENEZES**

Kaveradka House

Durga post & village .

Karkala Kasaba, Udupi Dist.

Karnataka, India.

Contact:+91 9880555702

Email:**9880555702r@gmail.com**

**OBJECTIVE**

***To achieve professional excellence with my knowledge and abilities for continuous improvement of self and the firm I belongs to.***

**Personal over View**

Self motivated and Dynamic personal with diversified work experience in different sectors of professional and challenging environment.

**Key Skills & Experience:**

Administration, Administrative Support, Office Management, Transport management, Housekeeping & Hospitality Management, Customer or Guest relationship management, vendor management, facility management, Customer Service, Staff handling, Recruitment, Designing Marketing and promotions strategies, Staff Relation and retention, recruitment .

**Current Status: *Handling Own Real Estate, Building construction***

***& freelance Event Management After 2016 March Till date .***

**Job Description: (Event Management)**

* Working with clients to identify their needs and ensure customer satisfaction
* Organizing facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc
* Demonstrates excellent organization skills, communication and negotiation abilities, time **management**, creativity, and problem-solving orientation
* Event planning, design and production while managing all project delivery elements within time limits
* Liaise with clients to identify their needs and to ensure customer satisfaction
* Conduct market research, gather information and negotiate contracts prior to closing any deals
* Provide feedback and periodic reports to stakeholders
* Propose ideas to improve provided services and event quality
* Organize facilities and manage all event’s details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc
* Ensure compliance with insurance, legal, health and safety obligations
* Specify staff requirements and coordinate their activities
* Cooperate with marketing and PR to promote and publicize event
* Proactively handle any arising issues and troubleshoot any emerging problems on the event day
* Conduct pre- and post – event evaluations and report on outcomes
* Research market, identify event opportunities and generate interest

**Job Description ( Real Estate & Buildng Consturction):**

* Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up Real Estate contracts. Includes agents who represent buyer.
* Guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
* Determine clients’ needs and financials abilities to propose solutions that suit them
* Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing
* Perform comparative market analysis to estimate properties’ value
* Display and market real property to possible buyers
* Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)
* Manage property auctions or exchanges
* Maintain and update listings of available properties
* Cooperate with appraisers, escrow companies, lenders and home inspectors
* Develop networks and cooperate with attorneys, mortgage lenders and contractors
* Promote sales through advertisements, open houses and listing services
* Remain knowledgeable about real estate markets and best practices.
* Project Management, Quality Management, Supervision, Managing Profitability, Delegation, Supply Management, Civil Project Management, Estimating, Attention to Detail, Quality Focus.
* Communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
* Meets operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying construction management system improvements
* Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.

**Job Experience Summary :**

**Firm Name : Private Bus Company CCT (Moodbidri- Karkala)**

**From :** June’13 to March16.

**Designation : Manager.**

**Key Responsibilities handled:**

1. **Handled Bus company, Administration, Staff & also new project for Daily Bus passengers (RFID) .**
2. **Handled Checking Inspectors .(**Checking inspectors are find & avoid cheating with passengers & Bus owners by conductors. For that, Bus owners can get more daily collection from conductors.)
3. **Handeled offices. (**Handled Head Office & 2 Branch offices & Staff .)

***Duties and Responsibilties:***

* Directs, coordinates the activities of checking inspector.
* Personally following duties and shift timings of checking inspectors.
* Inspectors daily activities -duties, and daily work report and file.
* Initiates investigations into cases of checking inspector and Bus conductor.
* Interacting with Bus owners, and solving their Problems.
* Doing Office & field operations and Directs, Co-ordinates the Project .
* Solving problem of Bus Passenger. Planning of Office operations and guiding the team of Project
* Coordinate in-house activities and employees engagement events within an office.
* Management of day to day office administration .Monitors office staff & administration and Project work, Administering files, Daily - Month end Accounts & Reports.
* Arranging and Co-ordinate monthly meeting for Bus Owners,. Interacting with Bus owners, & solving their problems. Taking new suggestions from bus owners. And quickly implementing new suggestions and ideas of bus owners.

**Firm Name**  : **G4S Facilities India Ltd. (Mangalore)**

**From**  : June'10 to June’13’

**Designation** : Area Operation Head Supervisor

G4S Facility Services is a "one-stop-shop” for all kinds of facility services, ranging from general house-keeping and pantry services to office support staff. It caters to a diverse customer base of factories, offices & residences. The company has trained and vetted facility management staff to make the work environment safe & enjoyable.

**Key Responsibilities handled**

* Direct the overall operation of the facility in accordance with client needs.
* Specific job duties will vary based on area regarding staffing, operations and quality.
* Manages department operations pertaining to timely.
* Planning, direct, or coordinate the operations of companies & public and private sector organizations.
* Formulating policies, managing daily operations, and planning the use of materials and human resources,
* Supervises the activities of subordinates. &Trains new personnel and/or provides

training materials and leadership to others for training.

**Firm Name**  : **Career Launcher India Ltd. (Bangalore)**

**From**  : Nov’08 to June’10

**Designation** : Administration Executive

Career Launcher India Limited (CL) is Asia’s leading education service provider with presence in over 130 locations across India, Middle East and the United States. CL provides test-prep education to enable school and college students gain admission to professional courses.

**Key Responsibilities handled**

* Coordinate in-house activities and employees engagement events within an office.
* Management of day to day office administration .
* Planning of Office operations and guiding the Admin team.
* Front office management, Senior Executive Calendar and Travel management.
* Preparing of Reports, Documents, and Spreadsheets pertaining to different admin areas
* Purchase of equipments, maintenance of procurement, housekeeping, safety,
* Managing repair, maintenance & replacement of office equipments.
* Vendor management
* Back office operations and inter-office correspondence.

**Firm Name**  : **Hotel Dhanyavad (Lodging & Boarding) Mangalore.**

**From**  : Oct’06 to June’08

**Designation**: Administration Executive

**Key Responsibilities handled**

* Recruit the employees as per the Hotel specifications and assign them to the Hotels workplace.
* Responsible for welcoming visitors to the Hotels facility & all operations at the front desk and guest services, including concierge, transport and luggage services.
* Responsible staff training and shift scheduling.
* Ensure optimum occupancy and operation cost management
* Coordination with other operational departments. (House - keeping and Front Office)
* Handling customer inquiries and complaints
* Ensure high quality service & manage petty cash for day to day operations.
* Managing over all security of the Hotel premise and in and our clearance records.
* Supervises reservations and the allocation of bedrooms with the Executive Housekeeper.

**Firm Name**  : **PANCHARATHNA International Hotel (MOODBIDRI, Dakshina Kannada)**

**From**  : June’05 to June’06

**Designation**: Hospitality Supervisor

**Key Responsibilities handled**

* Properly managing for cleaning and maintenance.
* Produce of the operations of the department.
* Preparation for guest relationship and hospitality.
* Preparation of Month End Reports. and identify, attract and maintain a dedicated staff.

**Other Part Time work Experience:**

**Worked as a Sourcing Associate(Part Time) with India’s Leading Staffing Solution Company(Team Lease staffing solution Ltd) in Bangalore, and also leading Manpower consultancy at Mangalore, as a Associate Recruiter(Part Time). Worked with S.A.S. Marketing company Bangalore, & “Ambition” Mysore. as a Field Sales officer(Part time). Also Handling own Real Estate, Building construction & Event Mangement Business. ( Since 2008, Part time)**

**Academic**

* **1999** - **2000 High School Education, Neerude.**
* **2000 -2002 P.U.C. Education, Haveri.**
* **2002- 2005 Post Graduate Diploma in Computer Software Technology (PGCST) Mangalore.**

**Achievement:**

* Selected the president for YOUNG STUDENT MOVEMENT. All over Schools of South Kanara
* Selected the secretary for YOUNG CHRISTIAN STUDENT.
* Selected as the President for CHIRANJIVI YUVAJANA BALAGA. In our dist.

**Personal Interests:**

Story writing & reading, Direction for Stage & theater, Meeting People, Playing Cricket And other games. Participation for group event and cultural events,.

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**PERSONAL DOSSIER**

Date Of Birth : 23rd Feb 1984

Marital Status : Married.

Proficiency in language:

Languages Spoken : English, Hindi, Kannada,Tulu

Basic known Languages : Tamil,Telugu,Malayalam

Permanent Address : Kaverdka House

Durga post & Village.

Karkala, Udupi Dist.

Karnataka,India-574104

~ Declaration ~

***I hear by declare that all the details given above are true to the best of my knowledge and belief.***

**Thanking you**

Place: Karkala Yours Faithfully,

Date**:**

**(ROY LAWRENCE MENEZES)**