

RYCARDO SIMOES ALVES

Ambitious | Efficient | Proactive



— CAPE TOWN —

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Over the years, I've developed a strong work ethic and a deep sense of responsibility, applying these to every project I take on. I'm driven, detail-oriented, and committed to delivering high-quality results. My experience has sharpened my ability to adapt quickly, learn new skills, and contribute effectively. I take pride in my work and strive to exceed expectations. With a more refined perspective, I'm eager to continue growing and adding value to the organisations I'm part of.

WORK EXPERIENCE

PLACE OF WORK AND DUTIES

SORRENTO STUDIO

Staff Management

Warehouse management, repairs, organising and maintenance

Vehicle service and maintenance

Coordinate with the Business Analyst, Event Coordinators, Florists,

Maintenance team, warehouse staff, drivers, suppliers and clients

Implement, improve and maintain new processes

Stock Management, counts and audits, by introduction of RFID's

Optimise storage and layout solutions

Event set-up and breakdowns

Arrange staff transport outside of business hours

Deliveries and Collections Management

HR – staff timekeeping and overtime, PPE use and uniform adherence, health and safety compliance

Planning of event logistics and staff requirements

DATE AND POSITION

OCT 2024 - PRESENT

OPERATIONS MANAGER

GVI

Pre-Departure Support and processing of documentation

Updating of CRM system (Salesforce)

Payment Schedule setup

Processing of EFT and Stripe/Payfast payments

Payment reminders, collection and overdue follow ups

Assisting in administrative tasks and other duties as required

Incoming and Outgoing Group Support Calls

Converting Leads to Opportunities

Expectation Management and Webinar Presentations

Communication with in-country teams worldwide

Emergency Phone Duty

Creation and sharing of reports

FEB 2023 – AUG 2024

GROUP SUPPORT COORDINATOR

JUKWAA EVENTS

Operations and Logistics
Infrastructure and Supplier procurement
Event build up and break down
Route planning (Sasol Solar Challenge)
Participant Support Registration, Scoring and Queries
Last Man Standing App conceptualizing and testing

JAN 2021 – AUG 2022
OPERATIONS & PARTICIPANT MANAGER

OTHER WORK EXPERIENCE

JUKWAA EVENTS - PROJECT COORDINATOR

JAN 2019 – DEC 2020

JUKWAA EVENTS - OFFICE & EVENT ASSISTANT

AUG 2018 – DEC 2018

CROSSFIT UHURU - BOX (GYM) MANAGER

FEB 2019 – FEB 2021

YACHTS - DECK/STEW

JUL 2017 – JUL 2018

INTERESTS



Health and Fitness



Formula 1 and Motorsport



IT, Programming & App Development



Problem solving and Mind puzzles



Travel and learning new languages

COMPUTER LITERACY

- Microsoft Office Suite
- Microsoft Lists
- Google Workplace
- Sage One & Sage Pay
- NetCash
- Google Earth Pro
- Slack
- Salesforce
- Trello
- Stripe
- Payfast
- Booqable

LICENSES & CERTIFICATION

- Python Essential Training
- Programming Foundations: Fundamentals
- HTML Essential Training
- Python for Non-Programmers
- Getting Started as a Full-Stack Web Developer

COURSES & TRAINING

- Software Engineering (HyperionDev) - In Progress
- EFR - Primary Care (CPR) & Secondary Care
- Event Architecture
- Bar Tending & Barista Training
- Sports Massage (ETA College)

OTHER DETAILS

- Matric Certificate 2016
- Valid Drivers License (own transport)
- Good Health
- Bilingual
- Engaged

REFERENCES

Kayleigh Sutherland +27 (64) 908 2127
Groups Project Manager
GVI

Anshia Oldewage +27 (78) 019-0624
Executive Assistant
Jukwaa Events