



## **CURRICULUM VITAE**

**Name:-**Jonathan Pereira

**Nationality:** -Indian

**Current Address:** - Al Jafliya

**Dubai Visa status:** -Employment visa till 31 October 2026

**Marital status:** - Single

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**Email id:** -jonathanielp@gmail.com

**Passport no:** -X3193846

**Employment Exchange No:** -M/979/18

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**Objective:** -a graduate in commerce, seeking a challenging position that offers me an excellent work environment and helps the overall growth of the organisation as well as my career.

- Key skills:** -

- Ability to work in any type of work environment
- Complete targets at the appropriate time framed.
- Able to work as a team for a given task assigned and make sure to complete it.
- Able to take lead and complete the given tasks

**Professional Experience:** -

- H & M- Alshaya Group-Mirdif City Centre, Dubai UAE**  
**2 years and 3 months working as a sales associate and presently working. (Oct 2022 - Present)** Working in various departments as in kids, ladies, men and home section. Managing replenishments, stock take, steaming, merchandising, inventory movement, trial room system followed, setup of clothes, sale of new arrivals, handling of customers, new memberships, point of sale (counter cashier job), stockroom maintenance and shipment delivery pickup
- United Pro sports- Al Quos Industrial Area 3, Al Asayelstreet, Dubai UAE**  
6 months worked as administrative assistant and (May 2022 -Aug 2022)

Managing administrative tasks, sales related calls for getting business, Tele-sales, camp organizing duties and responsibilities, managing general bookings, maintaining records like filing, data entry, managing regular bookings.

- **WESTSIDE (Trent Itd-Caculo Retail Pvt Ltd) /Davorlim, Goa**

**11 months worked as a sales associate. (From 03 Feb 2020 – June 2021)**

**Cash office and shop store sales**

For 15 days worked in cash office and as requested was told to join shop for sales, stock take, steaming, merchandising, tagging, inventory movement, trial room system was followed, setup of clothes, sale of new arrivals, handling of customers, new memberships, point of sale (counter cashier job)

- **Heritage Village Resort and Spa /Cansaulim, Goa**

**6 months worked as guest support associate. (From Oct 22 2018 – Apr 30 2019)**

**Finance department, Mango Terrace (garden restaurant), Ayura Spa, Artefacts and Handicraft Shop**

For 3 months was assigned cashier responsibilities in finance, responsibilities assigned for payable section, Passing of day to day entries relating to payables section, passing entries of credit transactions, inventories take, cashier handling of bills of spa, barber shop, for 2 months was restaurant cashier at mango terrace restaurant( maintaining invoices, billing, escort of guest, helping the staff whenever possible, setup), for 1 month was in handicraft shop for sales, billing of shop products and they had swim wear shop to that too was taken care of.

- **Joecons Beach Resort and Spa /Benaulim, Goa**

**10 months worked as Finance Associate. (From Dec 4 2017-Oct 9 2018).**

**Finance department**

Paid transactions, java transactions, bank transactions, credit entries, bank reconciliation, cash transactions, worked on spreadsheet and word, admin related duties which were assigned to me, handling of cash, payments and receipts relating to cash duties assigned, worked on Tally ERP 9 software for transactions relating to the multiple business handled by the proprietor.

- **Kenilworth Beach Resort and Spa /Uttorda, Goa**

**3 months worked as Job Trainee. (From Sept 5 2017-Nov 30 2017).**

**Finance department**

Handling of payables section (assistant level), passing of transactions for payment (purchase journal vouchers), helping staff for payment of suppliers, stock taking (helping the cost controller to take inventories), a proper sequence of bills from store to finance, filing work.

- ***Summary of Qualifications:* -**

- Completed Graduation in Bachelor of Commerce in Accounts as Specialisation.
- Obtained 'OS' in advanced diploma in computer application at Digicom Computer Education, Margao. (Which includes MS Office, Tally 9, Corel draw, PageMaker, Photoshop)

- Obtained 'A' grade in Information Technology Practical Course at Rosary College of Commerce and Arts, Navelim.
- Acquired second class in Dakshina Bharat Hindi Pracha Sabha, Madras.

**② Education: -**

1 **Rosary College of Commerce and Arts, Navelim**

• **Bachelor of Commerce in Accounts** Graduated with second class. Percentage: 54%

2 **Rosary Higher Secondary School, Navelim** 12<sup>th</sup> pass with First Class Percentage: 68%

3 **Vidya Vikas Academy school, Comba Margao** 10<sup>th</sup> pass with First Class Percentage: 66%

**Industry:** -Hospitality and Retail(sales), spectator sports

**② Technical skills: -**

- Good knowledge of computer software's and a little of hardware.
- Worked with IDS NEXT software used in hotels.
- Good knowledge of TALLY 9 and TALLY ERP 9.
- Worked with POSH software in retail and SAP software in brief. ② Knowledge of PageMaker, Corel DRAW and photo shop.

• **Hobbies:** -Singing, Drawing, Reading, Foodie

• **Vocabulary:** -Read and speak Konkani, Hindi, English, Arabic(conversational)