



Myrtle Saldanha

Multifaceted Professional

I am a skilled professional with experience in logistics, social media management, and banking. My work has involved handling documentation, coordinating operations, managing social media engagement, and supporting financial projects. With a Master's degree in Biotechnology, I have strong analytical and computational skills, along with proficiency in MS Office and social media management. I am based in Dubai and available for immediate employment.



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Discovery Gardens, Dubai,
United Arab Emirates

SKILLS

Logistics & Operations Management

Sales & Customer Service

Computational Skills

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Music - Keyboard

WORK EXPERIENCE

Operations Executive

Bertschi Chemical Logistics

11/2023 - Present

Dubai, UAE

Tasks:

- Checking and handling documents for vessel planning related to Imports and Exports in India, the Middle East, and South Africa, managing daily, weekly, and monthly reports on isontank movements, and coordinating with relevant departments to settle claims such as demurrage, flow of goods, and SOAs.

Social Media Coordinator

Water Alliance AE

06/2021 - 11/2022

Dubai, UAE

Tasks:

- Write social media content with a consistent tone to increase engagement with prospective clients, interact with clients and members to gather positive feedback, and update posts to enhance brand identification.

Project Assistant

HSBC UAE

05/2010 - 12/2010

Dubai, UAE

Tasks:

- The job was offered as an auxiliary role for a six-month financial control project, involving the preparation of the Bank's Control and Contra account details, data entry of account details, identifying differences in Control and Contra accounts, and collaborating with different departments for a successful reconciliation project.

Tele-sales Executive (Motor Insurance)

RAK BANK UAE

11/2009 - 04/2010

Dubai, UAE

Tasks:

- Making outbound calls to explain key product features and offer a competitive premium, sending quotations with all benefits and features, collecting proof of identity and relevant customer documents for managerial approval for policy creation, and diarizing daily sales with profit details.

EDUCATION

Master of Science - Biotechnology

Jnana Bharathi, Bangalore University

2003 - 2005

Bangalore, Karnataka, India

Bachelor of Science – Microbiology, Chemistry, Zoology

St. Aloysius College, Mangalore University

2000 - 2003

Mangalore, Karnataka, India