



# MALCOM FERNANDES

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## ABOUT ME

I am capable and career oriented person with a creative ability and an analytical skill for optimum productivity and performance. I am hardworking, adaptable and self - motivated, offering great potential for professional growth and achievement through determination and dedication to reach corporate levels.

I am confident of handling any accounts related job and have a reputation of excellent interaction with my superiors and subordinates.

Languages known Hindi and English

## Skills

Pro Active:	_____
Accounting:	_____
Communication:	_____
Time Management:	_____
Adaptability:	_____

{References will be furnished on request}

## Experience

**SALES COORDINATOR (NOV 2018- JUN 2019)**

*{worked with noc} [At Souq] (night shift)*

To promote the sale of items through social media.

To check the orders online and send the correct item to the despatch department.

**OFFICE CLERK (AUG 2017- NOV2018) (JUN2019- AUG2019) [Client First Asia]**

Taking care of all bank work such as deposits, TT and withdrawals.

Assisting in the accounts departments to make invoices.

### RETAIL DEPARTMENT

Worked in Gitex for Jackys ( 2015 and 2016 )

Worked at Motiongate (AUG 2018) ( in the weekends)

### EVENTS

Asian Youth Paralympics, Diamond Auction, Comic Con, Dubai Sports World and various other DWTC events

## Education

**UNIVERSITY {2014}**

Completed B Com with 2<sup>nd</sup> division from Delhi University

**School {2011}**

Completed Commerce with second division.

### Microsoft

Completed course in all MS applications and Outlook