



# Chris Fernandes

To secure a challenging position in a reputable organization to expand my learning, knowledge, skills and also to contribute to the goals of the organization.

## Personal Details

Date of Birth: 15/05/1999

Gender: Male

Marital Status: Single

Nationality: Indian

CPR: 990513130

Driving License: 990513130

## Contact



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## key Skills

Communication Skills

Presentation Skills

Collaboration

Critical Thinking

Work ethic

Time management skills

Interpersonal skills

Team player

## EXPERIENCE

### Business Development Executive

Colossians Clothing

(Sep 2022 - JULY 2023)

- Co-ordination between customers and the marketing manager
- Follow up on inquiries, Submission of Quotation's, Negotiations, follow up's & Finalization
- Ensuring customers receive excellent service through direct salesmanship
- Meeting the assigned targets
- Following up with the customers through emails, telephones and meetings them as when required
- Identifying new customers in the market
- Managing Social media accounts of the company

### Administration Officer

Zainal Trading and Properties Co W.L.L

(June 2023 - Present)

- Co-ordination between Suppliers and my superiors
- Follow up on inquiries, Submission of Quotation's, Negotiations, follow up's & Finalization.
- Handling all rental collections and deposits.
- Maintaining relations with tenants, client and customers.
- Keeping track record of all existing employee data base, company licenses, insurance policies, monitoring expiration dates.
- Maintaining accurate HR records, including hiring, transfer, termination, job classification changes, and merit increase dates, as well as tracking personal holidays
- Preparing salary sheets, cheques payments and petty cash payments.
- Inspection of all the properties on weekly basis.
- Decent knowledge of ODOO softwear.
- Handling all types of maintainace - flats, villas, apartments, buildings and vehciles.
- Addressing employee queries related to salary, leaves, attendance, and transfers.

## **Hobbies**

Travelling  
Playing Badminton  
Listening to Music

## **Computer Proficiency**

Microsoft Office (MS Word,  
MS Excel, MS PowerPoint)

## **Languages**

English  
Hindi  
Kannada  
Konkani  
French (basic)

## **EDUCATION**

**Masters in Business Administration  
(HR and Marketing)**  
St. Aloysius College Mangalore, India  
2022

**Bachelor of Commerce**  
Dr. NSAM FGC NITTE COLLEGE  
Mangalore, India  
2020

**12th Grade**  
The Indian School, Bahrain  
2017

**10th Grade**  
The Indian School, Bahrain  
2015

## **INTERNSHIP**

### **BETA BLUE FOUNDATION**

Completed 1 month internship at Beta Blue Foundation and worked in the capacity of Marketing Manager intern.

### **CAMPCO CHOCOLATES LTD.**

Completed project on the topic "A Study on Brand Attitude as a Predictor of Purchase Intention and Satisfaction with respect to Campco Chocolates" as part of the internship.

## **CERTIFICATION**

- A certificate course from Coursera on Business Analytics for Decision Making.
- A certificate course with Honors from Coursera on Social Psychology.
- A certificate course from Coursera on English for Business Entrepreneurship.
- A certified course from Google Digital Garage on Fundamentals of Digital Marketing

## **PROJECTS**

- Completed a certified project on how to create a professional Business Instagram account.
- Completed a certified project on introduction to Microsoft Excel