Gladson

[Gladson.360907@2freemail.com](mailto:Gladson.360907@2freemail.com)

PERSONAL PROFILE

An energetic, ambitious and motivated professional who has developed a mature and responsible approach to any tasks undertaken, now seeks for rewarding career which may give a chance to show ability and prove the worthiness. Has the ability to work effectively both as team member and independently, also is enthusiastic and committed. Objective is to carry out the function, gaining work for knowledge and satisfaction and thereby become an able contributor towards your respectful organization

CAREER HISTORY

**Assistant Manager**  
*Sea Bird Services, Mangalore  
January 2016 – February 2017*

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| * To ensure that the essential daily operations of the business are performed in the given time. |
| * To coordinate and supervise the activities of employees. |
| * To make sure every task is delegated and subsequently performed by the employees. * Provide customer service by giving required information * Ensure all the documents are entered and delivered accurately * Overseeing the operations of air ticket reservations, cancellations and courier services |
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**Site Supervisor**  
*Lovely Earth Movers, Chikmaglur   
August 2013 – December 2015*

* Complete projects by planning, controlling and organizing them.
* Manage client interactions and ensure smooth day to day operation of work activities.
* To complete quality inspections and supervise staff and sub-contractors by implementing standards and meeting budgets.
* Facilitate communication between sub contractors, suppliers and other project participants.
* Assist the sub contractors and suppliers with required materials and equipments

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KEY COMPETENCIES AND SKILLS

**PROFESSIONAL SKILLS**

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| * Ability to continually maximize business sales and opportunities. * Always having a sense of urgency and attention to detail. * Focused, hardworking, energetic and reliable. |
| * Ability to lead a team. * Ability to supervise and coordinate the activities. |
| * Always maintaining high standards and meeting the budgets. |
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| * Prioritising tasks * Time management * Employee Relations * Leadership * Positive attitude |
| **IT SKILLS**   * MS Word, Excel, PowerPoint, Outlook * Windows operating systems: XP, Vista, Windows8 Windows10 * Linux * HTML   ACADEMIC QUALIFICATIONS |
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| Diploma – Foundation in Travel and Tourism IATA training and Development Institute March 2015  PUC – Science with an aggregate of 72.83% St. Aloysius Pre University College, Mangalore March 2012  SSLC – with an aggregate of 77.12% St. Aloysius High School, Mangalore March 2010  School / college / University name Dates attended Qualifications gained and grades |
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**PERSONAL SKILLS**

## I hereby declare that above information is correct to the best of my knowledge and belief.

Gladson

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