

## CURRICULUM VITAE

Name : Mr. Dominic Couto

Date of Birth : 6<sup>th</sup> March 1972

Place of birth : Mumbai, India

Civil Status : Single

Nationality : Indian

Religion : Roman Catholic

Permanent

Address : St. Mary's Road,  
B.I.T. Blocks 11/5,  
Tarwadi, Mazagoan,  
Mumbai, MH 400010.

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Email ID. : [dominiccouto@gmail.com](mailto:dominiccouto@gmail.com) / [dominic\\_couto@hotmail.com](mailto:dominic_couto@hotmail.com)

Languages W/S : English

Language Spoken : English, Hindi, Marathi and Konkani

Educational : S.S.C.

St. Mary's High School 1992

: H.S.C. (Commerce)

Maharshi Dayanand College 1995

: Diploma

In Turners and Fitters 1997

Shilpalaya Technical Institute

Administration Skills:-

Office Administrator, Front Office, Written & Communication, Calendar Management, Accounting, Microsoft Office, Record Keeping, Attendance & Petty cash, Office files, Back Office, Facility management, Pantry, Travel

Management, Helping all the Departments with there needs, close with the HR/Accounts, Stationery, maintained office supply inventories, Security, Event Management, Database Management, Taking care of Calendar Management, Meeting and Conference Rooms Taking care of complains, Maintaining office infrastructure ETC.

Work Experience :

(1) Worked with Hadeed Engineering Company since As Machine Operator

From 21s Aug 1997 Till 31<sup>st</sup> Oct 2000

- Operating all the machines in the workshop. Completing the work on time

(2) Worked with St. Annie (P) School as Admin & Astt. Teacher

From Jan 2001 Till Sep 2012

- Collecting Fees & Banking, Taking care of Petty Cash, Stationery, Office, Classroom, Staff Room, Students School Uniform, Distributing Book's, ID-cards, Admissions From, Staff Salary, Attendance & Organising Event's etc

(3) Worked with Personnel Search Services Pvt LTD

As Administrator from Oct 2012 till Aug 2016

- All the above mentioned skills & more.

(4) Working with Amcor Business Solution as Administration In-charge

Since Sep 2016 Till date

- All the above mentioned skills & more