

# JEFFERY DSILVA

ADMIN CUM CUSTOMER SERVICE EXECUTIVE



Bur Dubai, Dubai, Dubai,  
United Arab Emirates



+971 52 404 1706



jafferydsilva777@gmail.com



## ABOUT ME

Deadline-driven Sales Executive focused on overseeing projects from concept through final delivery. Successfully creates brand messages, strategies and key graphic productions. Resourceful and hardworking with vendor sourcing expertise and empowering leadership skills illustrated over 15 years of industry success.

## LANGUAGES

English

Hindi

## PERSONAL DETAILS

Date of birth :  
22/02/1986

Nationality :  
Indian

Visa status :  
Visit Visa

Marital status :  
Married

## WORK EXPERIENCE

Diadem Jeweler LLC  
Aug 2024 - Feb 2026  
Dubai

### Administrative Assistant

- Responsible for maintaining and ordering all office supplies.
- Recorded and entered all incoming checks into logbook and distribute to accounting department.
- Handled employee's attendance record log on a daily basis.
- Prepared expense request forms for the Administration department.

Arabian Treasures LLC  
Dec 2016 - Aug 2024  
Dubai

### Customer Service Executive / Graphic Designer

- Handling customer concerns and complaints in a timely manner
- Informing customers of upcoming promotions or deals
- Relaying extensive product information to customers.
- Developed graphics & layouts for product illustrative material (souvenirs, trophies, acrylic gift boxes)
- Handling Sales & Marketing Services
- Design and prepare digital artwork for laser engraving
- Operate laser equipment to produce high-quality custom designs accurately

Atabian Factory LLC  
Jul 2013 - Dec 2016  
Dubai

### Sales Executive / Graphic Designer

- Assigning & finalizing targets for customer.
- Regular arrangement of advertising material and other promotion activities.
- Focus on brand distribution.
- Understand needs of clients
- Prepare & produce proposals and presentation for clients
- Handling Sales & Marketing Services
- Developed graphics & layouts for product illustrative material (trophies, acrylic gift boxes)
- Design and prepare digital artwork for laser engraving and cutting processes

Al Ain Signboard  
Apr 2010 - Jun 2013  
Al Ain City

### Sales Representative

- To achieve pre-determined primary & secondary sales targets.
- To increase sales in my territory by extending coverage and appointing new distributors and retailers.
- All claims and follow-up till it is settled by the distributors, retailers and the company.
- Regular Account tally with distributor and retailers.

## EDUCATION

Seva Sadan Institute  
2008 Bangalore

### HIGH SCHOOL DIPLOMA

## SKILLS

MS Office & MS Excel

Adobe Illustrator

CorelDraw

Logo creation

Creative