

Jorge Almeida

Portuguese, Spanish, French, English.

W: <http://www.worky.com/jorge-almeida>

Jorge Almeida's Professional Experience

2009 - 2011 **Bahamas Decor - Ass. Director**

Acting Manager, reporting to Director;

Customer service (inbound and outbound), call filter and call log, translation and interpretation, of all non English B2B, B2C, C2B communications.

Management of cash flow (receivable and due), stock, deliveries, supplier and client invoices;

Key Skills Management; Customer Service and Logistics management

2008 - 2009 **EVA - Travel Customer Service Agent**

- Customer service (inbound and outbound), C2B, B2C, B2B Communications.

- Flight, hotel and cruise bookings; Ticket sales.

- Travel guide in bus transfer from hotel to ship, and in river cruise.

- Car Rentals, Money transfers.

Key Skills B2B, Customer Service

2005 - 2007 **SmartCasa - Real Estate Agent**

- Sales and rentals/lettings; contracts

Key Skills Contracts, sales, Sales; contracts

2002 - 2005 **Remax - Real Estate Agent**

Sales

Key Skills sales

2000 - 2002 **Metro do Porto - Ticket Reviser**

- Checking passenger's ticket and monthly passes.

- Identification and fining, of passengers without ticket or pass.

Key Skills Document verification

Jorge Almeida's Education and Qualifications

1991 **Certificate - Languages**

E.S. Gondomar Languages
