

Helder Simao Lima

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EXPERIENCE

Receptionist

Luzeiros Suites

May 2022 - October 2022, Portugal

- Managed front desk operations, ensuring efficient check-in, check-out, and guest inquiries.
- Developed strong organizational and multitasking skills while handling a high volume of guest interactions.
- Utilized effective communication to provide information about hotel services, local attractions, and address guest concerns.
- Maintained accurate records of reservations, payments, and guest preferences.
- Collaborated with various departments to ensure a seamless guest experience.

Night auditor

Luzeiros Suites

September 2019 - May 2020, Portugal

- Conducted nightly audits of financial transactions, ensuring accuracy and compliance with accounting standards.
- Utilized attention to detail to identify discrepancies and reconcile accounts.
- Developed strong analytical and problem-solving skills through the identification and resolution of billing issues.
- Managed and maintained accurate records of financial transactions and guest accounts.
- Collaborated with the team to ensure smooth transitions between shifts and effective communication of important information.

PROJECTS

Expense - Tracker

<https://github.com/HelderRSimao/Expense-Tracker>

- Implemented the MVC architecture to ensure a clear separation of concerns in the application.
- Implemented backend functionality for handling expense data, user authentication, and data storage, adhering to MVC principles.
- Integrated responsive design practices for optimal user experience across various devices.
- Utilized SyncFusion Components to enhance functionality and the user interface.

Course Creation System

<https://github.com/HelderRSimao/Schulverwaltung>

- Created a robust backend system for course management, user authentication, and content delivery, following MVC principles.
- Integrated features for course creation, content organization.
- Ensured responsive design to optimize the platform for a seamless user experience on various devices.
- Implemented the MVC architectural pattern to ensure modular and maintainable code.

EDUCATION

Bachelor of Science in Information Systems Technologies and Programming (Level 5)

Cinel • Portugal • 2023

Tourism Technician (Level 4)

EPAR • Portugal • 2018

- Erasmus Exchange Program

CERTIFICATIONS

IBM Data Science Professional Certificate

Coursera • 2024

SKILLS

Languages: Python, C#, JavaScript, HTML/CSS, and Xml.

Data Analysis: Pandas, NumPy

Visualization: Matplotlib, Seaborn

Machine Learning: Scikit-Learn, TensorFlow

Big Data: Hadoop, Spark

Database: SQL

Soft Skills: Time management, Interpersonal skills, Communication skills, Multitasking skills, Approachability and Helpfulness, Scrum/Agile