  **FIROS MOIDUNNY**

Email: firos798@gmail.com

***PERSONAL ATTRIBUTES:***

To obtain a secure position in a forward looking organization where my high regard for loyalty combined with my capacity for hard work and deligence can be related to job security, job satisfaction and promotional prospects. Prepared to accept challenges, perform to the best of my ability and to increase my learning curve

***DUTIES&RESPONSIBILITY :--***

Messenger/driver; Deliver letter/correspondence forms, billings and other official business documents. Drives company service vehicle during official business/duty.

Customer service; Answers various questions from guests. Resolves customer requests, questions and complaints frequently requiring analysis of situations to determine best use of resources

Performs the more difficult and responsible duties assigned to the section, and relieves office support staff of assigned duties as needed

Handles difficult situations with the public and explains regulatory and procedural guidelines.

To provide efficient , expedient and courteous service to the guests leading to total guest and company

***PERSONAL ATTRIBUTES :***

* Excellent personal presentation.
* Ability to work as part of a team.
* Commitment to providing excellent customer service.
* High level of personal cleanliness and hygiene.
* Good communication skills.
* Able to work efficiently and speedy.
* ***DRIVING LICENSE DETAILS:-***
* **Holding U.A.E. Driving License(**Since,7-2-2010)

DRIVING LICENCE NO  **917869**

***EXPEREINCE:--***

* 1. From dec- 2014 to November–**ABB INTER NATIONAL COMPONY.**AbuDhabi-alain project)
* 2.Designation- **MESSENGER**-**OFFICE DRIVER**.(dec 2011- julay 2014)

**WILDCAT .LLC - GS ENGINEERING. TAKREER RIFINERY SITE.Ruwais**-**Jabaldhanna**

* 2. Designation --**MESSENGER**-**OFFICE DRIVER** . (dec. 2007- aug 2011)
* **BRISK CONSRTRUCTION&TRANSPORTATION CO.Abudhabi**
* **3.** Designation- **OFFICE MESSENGER .(** jan2005-sep2006)
* **RELEINCE GROUP.mumbai.**

***ACADEMIC CREDENTIAL:-***

* Higher Secondary Certificate - G.H.S.S KOCHANOOR
* 2003-2004 KOCHANOOR, TRISSURE, KERALA, INDIA.
* Secondary School Certificate - VANNERY HIGH SCHOOL.(2001-2002 ) PERUMPADAPPA, MALAPPURAM, INDIA .
* Microsoft office. (2004-2005) -TRISSUR,KERALA.
* (Microsoft word,exell,power point,office outlook)

***PERSONAL PROFILE:***

Full name : FIROS ERANDAKATTAYIL

Email : firos798@gmail.com

Date Of Birth : 20 may 1985

Marital status :Married.

Nationality : Indian. kerala

Languages known : English,Arabic Hindi& Malayalam

Visa status : visit

***PASSPORT DETAILS:***

Date of Issue : 29/03/2015

Date of Expiry : 28/03/2025

Place of Issue : Cochin

Declaration:

I hereby declare that above information stated here is true and to the best of my knowledge.

**FIROS ERANDAKATTAYIL**