**CURRICULAM VITAE**





 **Objective:-**

To be part of reputed organization which provides a steady career growth along with job satisfaction, challenges and give value contribution in the success of organization

 **CAREER HISTORY:**



**UAE Experience:**

**EPPCO-ENOC (2002-2008)**

**DNATA (2008-2011)**

**NURSERY SCHOOL (2014-2015) INDIAN RAILWAY CATERING DEPARTMENT (2015-2016)**

**VALID UAE driving License**

**1. Emirates Airline Group-Dnata(Ramp side operator)**

**Job Profile :**

Drive and operate ramp-servicing vehicles and equipment; Marshall/tow aircraft to gate positions;

Work outdoor, physically demanding, safety sensitive, deadline driven environment; Refuel commercial and general aviation aircraft;

Provide customer and ground handling service; Perform general ensure safety on the ramp;

**Toddler Town British Nursery school (PR Department)**

Duties:

May perform the following tasks:

Monitor public opinion about an organization or particular issues; Management on policy issues and

communication strategies;

Preparation of staff new visa procedure and visa renewal

Assist in preparing organizational documents such as annual reports, corporate profiles and

submissions;

Write speeches, prepare visual aids and make public presentations;

Organize special events such as open days, visits, exhibitions and functions; Conduct internal communication courses, workshops and media training; Evaluate communication activities and recommend future actions.

**2. ENOC (Sales Assistant)**

**Job Duties:**

Maintains promotional database by inputting invoice and bill-back data.

Updates managers by consolidating, analyzing, and forwarding daily action summaries.

Resolves order and inventory problems by investigating data and history; identifying alternate

means for filling orders; notifying managers and customers.

Resolves promotional allowance, rebate, and pricing discrepancies by researching promotion details

and regular and special prices; forwarding resolution to managers.

Provides product, promotion, and pricing information by clarifying customer request; selecting

appropriate information; forwarding information; answering questions.

Provides sales vs. projection results by preparing and forwarding sales tracking reports.

Maintains customer database by inputting customer profile and updates; preparing and distributing

monthly reports.

Accomplishes department and organization mission by completing related results as needed.

 **EDUCATIONAL QUALIFICATION:**



HIGHER SECONDARY EDUCATION: Vocational Higher Secondary School(1998),Kerala, India 10th SSLC: Vocational Higher Secondary School (1996), Kerala, India

 **TECHNICAL SKILLS:**



MS office, Excel , Power point, Excellent communication skills:



 **personal details:-**

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| **Nationality** | **:** | INDIA |
| **Date of Birth** | **:** | 15-01-1980 |
| **Gender** | **:** | Male |
| **Marital Status** | **:** | Married |
| **Languages Known** | **:** | English, Hindi, Tamil, Malayalam and Arabic. |
| **Visa Status** | **:** | Visit Visa |
| **Religion** | : | Islam |

**First Name of Application CV No:** **1701114**

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