#### Muneera

##### Mobile No : C/o 0505891826

UAE Driving Lic : LMV (Automatic)

##### Email Address : [muneera.358589@2freemail.com](mailto:muneera.358589@2freemail.com)

**OBJECTIVE**

To secure a career in Administration, Customer Services, Receptionist, Call services, which appreciates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company’s growth objectives and develop my career.

**CAREER HISTORY**

* **Administrator**

Muneera Kundathody Trading L.L.C August 2013 up to Present

Dubai UAE

* Maintains administrative staff by recruiting, selecting, orienting, and training employees
* Maintaining a safe and secure work environment; developing personal growth opportunities.
* Establishing policies, procedures, and work schedules.
* Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.
* Contributes to team effort by accomplishing related results as needed.
* **Admin Officer and Karate Trainer**

JKS Martial Arts Academy June 2012 till July 2013

Dubai UAE

* Oversees and administers the day-to-day activities of the office; develops policies, procedures.
* Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
* Administer salaries and determine leave entitlements.
* Arranging the guest lectures for delivering the information on the karate arts
* Inspiring the participants for the better performances.
* Providing physical training for adopting the different techniques required for karate arts.
* Teaching the various rules and regulations to the participants for being efficient in the different karate techniques.
* Capability to help the people to learn the skills and techniques of different karate arts.
* **Customer Service & Receptionist**

AL AHLI DRIVING CENTER 31st May 2009 till April 2012

P.O Box 282426, Dubai UAE

* Handling registration of walk-in customer and corporate companies
* Responsible of calling and following with pending Customer files
* Responsible of filing some pending documents
* Answering inquiries over the phone and walk in students
* Reviewing all the documents before sending to the Traffic Department for the Learning Permit
* **Customer Service & Receptionist**

SIDDIQUE Mustafa and Sons Company LLC February 2008 till February 2009

Dubai UAE

* Giving right information and handling good business relationship with corporate clients
* Initiating and boosting up team work among reservation staff
* Assigned at the Front Office- responsible for assisting the guests
* Handling the switchboard operations
* Performing administrative duties coordinating multiple priorities
* Providing informative response to queries on the telephone
* Established good business relationship with corporate clients
* Initiated and boosted up Team Work among reservation staff
* **Customer Service & Receptionist**

Chandragri Construction Company May 2002 till December 2007

Golden Agencies

India

* Giving right information and handling good business relationship with corporate clients
* Assigned at the Front Office- responsible for assisting the guests
* Performing administrative duties coordinating multiple priorities
* Providing informative response to queries on the telephone
* Assisting Front office supervisor for preparing monthly report
* Responsible of checking voucher
* Receiving, logging, distributing and maintaining records of hand carried letters, normal mails, documents and courier deliveries for both local and international.
* Updating company address list, telephone and fax nos., mobiles and key contacts after office hours or in case of emergency

**PERSONAL PROFILE**

Ambitious and energetic composed under pressure and get along very well with people at all levels. Possess a very good correspondence & communication skills. A well-organized with professional approach.

Age : 33

Religion : Muslim

Marital Status : Married

Nationality : Indian

Languages : English, Urdu, Hindi, Tamil, Malayalam and basic Arabic

**ACADEMIC & PROFFESSIONAL QUALIFICATION**

University : B-com Calicut University

Computer Knowledge : MS Office, DTP.

Internet Application : Websites, Browsing, Email, and faxing, etc…..

**CAREER ACHIEVEMENTS**

Al Ahli Driving Institute Company achievement of the year 2010, Dubai

**PERSONAL STRENGTHS**

Excellent command of written and spoken English with very good international communication skills.

Hard working and self- motivated.

Co-operative and sociable.

Good presentation and communication skills.

Clear thinking and confident.

**HOBBIES & INTERESTS**

Martial Arts , Music and Cooking

**DECLARATION**

I declared that the above mentioned information given by me is accurate and true according to my knowledge

Thanks,

**Muneera**