

# RESUME



**NAME: Raheem Badruddin Khot**

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## **CAREER OBJECTIVE:**

**Aim to be associated with a progressive organization that gives me scope to update my knowledge & skill in accordance with the trend & be part of a team that dynamically works towards the growth of organization and gain satisfaction thereof.**

## **EDUCATIONAL QUALIFICATION:**

- **S.S.C. Passed from Haji SM Mukadam High School- Khed 2001.**

## **EXPERIENCE:**

### **Working as Walking Courier In Emirates Post Group From 2016 to till date.(Dubai)**

- ✓ Independently pick up packages from customer's (offices, businesses or homes) and deliver
- ✓ Troubleshoot delivery issues with Dispatch team & sorting of document as per customers locations.
- ✓ Receive orders via a smartphone
- ✓ Provide updates to the status of your orders via our internal delivery application
- ✓ Obtain signatures from customers
- ✓ Interact and talk with customers at the pickup and drop off addresses
- ✓ Perform duties in a safe, reliable and professional manner

### **Work as a Helper In Sharaf DG From 2012 to 2013.(Dubai)**

- ✓ Receiving incoming merchandise and verifying that they are undamaged and of sound quality.
- ✓ Weighing and counting received items.
- ✓ Moving all outgoing merchandise to the delivery area.
- ✓ Ensuring that all merchandise is properly secured in the delivery vehicles to prevent damage during transit.
- ✓ Utilizing warehouse lift equipment to load and unload merchandise as well as move, lift, or stack .

**Work as a Waiter In Albert Abella Catering From 2009 to 2011.(Dubai)**

- ✓ Greet and escort customers to their tables
- ✓ Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- ✓ Prepare tables by setting up linens, silverware and glasses
- ✓ Inform customers about the day's specials
- ✓ Offer menu recommendations upon request
- ✓ Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
- ✓ Communicate order details to the Kitchen Staff.

**PERSONAL DETSIL:**

➤ Date of Birth	:	17/05/1986
➤ GENDER	:	Male
➤ Nationality	:	Indian
➤ RELIGION	:	ISLAM
➤ Marital Status	:	Married
➤ Languages Known	:	English, Marathi Urdu & Hindi
➤ Hobbies	:	Fishing , Playing Cricket , Travelling

**PERSONAL DETSIL:**

➤ PASSPORT NO	:	M 4034978
➤ DATE OF ISSUE	:	11/02/2014
➤ DATE OF EXPIRY	:	10/12/2024
➤ PLACE OF ISSUE	:	DUBAI
➤ PLACE OF BIRTH	:	KHED
➤ VISA STATUS	:	EMPLYOMENT

**KEY SKILL:**

- Quick Learner
- Hard working & willingness to accept responsibilities.
- Self Confidence.
- Warm, friendly, flexible and engaging personality.
- Ability to work hard and smart.
- Ability to work for late hours with full efficiency.
- I hereby declare that the information provided above is correct to best of my knowledge.

( Raheem BadruddinKho)t