



ABDUL NISAR VATTAM PARACKAL

CONTACT

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Damascus street, Al Qusais, Dubai

ACADEMIC CREDENTIALS

DIPLOMA IN TOOL & DIE ENGINEERING | 2011

- KMCT Polytechnic college

HIGHER SECONDARY | 2007

- CHSS Madavoor

SSLC | 2005

- GMVHSS Nilambur

COMPUTER PROFICIENCY

MS Office / MS Excel	★ ★ ★ ★ ★
Photoshop	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

English	<div></div> 100 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 85 %
Arabic	<div></div> 45 %

PROFILE SUMMARY

- ❖ A self- motivated & result oriented professional with **Diploma in Tool & Die Engineering** & having **10+ Years** of experience
- ❖ I am looking to improve my position in the work force, expand my knowledge and skills, I am also looking to establish long terms employment in a friendly environment.

KEY SKILLS

Team Work	Work Ethic	Analytical skills	Professionalism
Decision-making	Time Management	Customer Service	
Problem Solving Ability	Optimistic	Positive Attitude	Creativity

EMPLOYMENT CHRONICLE – 10+ Year's Experience

ADNOC OASIS SALES ASSISTANT | Oct 2015 -May 2022

ADNOC DISTRIBUTION. ABUDHABI

- Establish & maintain extensive relationship with customers
- Recommended solutions to any problem faced by the customer.
- Checked stock levels and ordered supplies.
- Handled difficult and aggressive customers in a professional manner.
- Processed cash, debit card and credit card transactions.
- Provided excellent customer service to all customers at all times
- Provided proper information, guidance, and support to the customers hence enhancing the relationships

SALES EXECUTIVE | Nov 2013 - Sept 2015

V-MAX SPORTS & FOOT WEAR

- Created marketing strategies to track existing and new customers
- Promoted a team atmosphere
- Build trustful relationships with customers
- Communicate effectively with customers
- Effectively answered customer service-related questions and issues.
- Display the ornaments effectively and more attractive and secure.
- Prepared daily sales report

SUPERVISOR CUM CASHIER | Jun 2012 -May 2013

MINAR RESTAURANT. CALICUT

Managed more than 20 employees.

- Welcome the customers, answering their questions, helping them locate items, and providing advice or recommendations.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Available upon request

- Operate scanners, scales, cash registers, and other electronics.
- Balance the cash register and generating reports for credit and debit sales.
- Accept payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processed refunds and exchanges, resolving complaints.
- Make sure employees that report to you meet performance expectations.
- Give instructions or orders to subordinate employees.
- Ensure that the work environment is safe, secure and healthy.
- Meeting deadlines.
- Approve work hours.

TOOL MAKER| Jun 2011 - Apr 2012

MOLD TECH. DIE MAKERS. BANGALORE

- Inspect Tools and finished Dies
- Test equipment and tools
- Troubleshoot and Repair
- Read blueprints and schematics
- Working with conventional machine Lathe, Milling, Drilling. etc

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 22-06-1989
Nationality	: Indian
Marital Status	: Married

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ABDUL NISAR VATTAM PARACKAL