

ABDURAHMAN CHEMATHKANDI

Dubai, United Arab Emirates

+971 522954712

abdunajath86@gmail.com



Introduction

Over 6 years of experience in sales , Customer service and supervising .currently working as supervisor in charge, to seek a responsible career position in a dynamic organization where my skills and potentials can be nurtured and projected to its best towards the advancement of the organizational goals and to grow along with.

Area of Expertise

- Customer service
- Communication
- Supervision
- Cash Management
- Hospitality
- Mathematical Skill
- Time management
- Computer Literate

Work Experience

ADNOC DISTRIBUTION

Acting Supervisor Oct 2020-present

- Supervision of service station activities.
- Deals with Cash handling and deposit through CDM.
- Track weekly, monthly and quarterly performance report and sales metrics.
- Communicating and reporting with Superior management.
- Receiving road tankers with various main products and following offloading safety procedure.
- Smooth operation of service station with ADNOC HSE fuel operation safety.
- Ensure safe use of equipment and schedule regular maintenance

ADNOC DISTRIBUTION

Sales Attendant July 2018-Oct 2020

- Interact with customers and giving quality service.
- Dealing with cash and noncash payments
- Managing fuel and stock deliveries.
- Prepare daily reports of fuel, oil and accessory sales.
- Keeping forecourt and service areas clean and tidy.
- Ensuring coworkers are working with maximum safety of standard ADNOC HSE fuel operation system.

BRIGHT PUBLIC SCHOOL KERALA ,INDIA

Transport Supervisor June 2012-June2015

- Maintain and manage all databases relating to transportation activities related with students
- Ensure compliance of safety standards in transportation functions.
- Ensure maintenance of vehicles in good running condition
- Supervise workloads, schedule, tasks and other related functions

Education

- Higher secondary, Board of HSE Kerala, 2006
- Basic fire fighting Course, Issued by JAHEZIYA

Personal Skills

- Excellent communication, listening and interpersonal skills.
- Attentive, able to exercise self-control and sensitive to the emotions and needs of others.
- Team Player; capable of interacting with people from varied backgrounds, goals and age groups.
- Dependable, adaptable, honest, flexible and capable of making sound decisions.
- Able to work efficiently under pressure and tolerate stress.

Language Skill

- English
- Hindi
- Arabic
- Malayalam

Computer Literacy

- SAP
- MS OFFICE

Personal Details

- Nationality: Indian
- Date of birth: 20 May 1988
- Civil status: Married
- Holds a valid Indian Passport
- Currently on UAE Residence Visa
- Driving License:79511 Manual