



# ABDUL KABEER.B



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## OBJECTIVES

*I wish seeking a position to utilize my professional knowledge and experience through highest level of commitment to achieve organizational growth and development.*

- *A qualified Graduate with over 7 years of work experience in the organized Sector.*
- *A good listener and communicator of Six languages (Arabic, English, Hindi, Kannada, Malayalam & Tamil).*
- *Expertise in planning, designing, developing and execution of corporate strategies in assigned jobs.*
- *A resourceful and flexible team player excels at building trusting relationships with customers, superiors & colleagues.*
- *Innovative problem-solver who can generate workable solutions and resolve complaints.*
- *Highly adaptable, positive, optimistic who is always open stone wide as*



## KEY COPETENCIES

- *Hard working, initiative, can work in team and individual environments, "Can-do" attitude.*
- *Good organizational skills & managing abilities*
- *Ability to handle any typical task.*
- *Good at visualization.*
- *Self-Motivation, Component, innovative and creative.*
- *Ability to research on the various computer applications.*
- *Good verbal and communication skills*
- *Good knowledge of accounts handling.*
- *Ability to learn quickly, highly motivated, innovative and optimistic approach for all problems*
- *Ability to handle and mange task with critical deadline.*

1	SSLC	Government Pre-University College Puttur Karnataka	2004 (May)
2	PUC	Government Pre-University College Puttur Karnataka	2006 (May)
3	B.com	Mangalore University	2009 (June)
3	DBM	Mangalore University	2010 (June)



## WORK HISTORY

**FRONT OFFICE EXECUTIVE- TULPINN HOTEL APARTMENT- AJMAN  
APRIL2014 TO JUNE 2016**

**FRONT OFFICE SUPERVISOR TULPINN HOTEL APARTMENT-  
AJMAN  
JUNE 2016 TO JULY 2019**



### JOB RESPOSIBILITIES

- Direct and coordinate the activities of the FO department.
- Perform the function of a link between the Management and Front office employees.
- Perform Budgeting function.
- Plan the present and future requirement of resources.
- Schedule the tasks of front office employees.
- Evaluation of the performance of Front office staff.
- Plan and execution of effective training program.
- Resolve the customer grievances efficiently, quickly and politely.
- Review all reports generated by the sections, including night auditors report.
- Assist with preparation and coordination of the audit process.
- Assist with implementing and maintaining internal financial controls and procedures.

**CASHIER SUPERVISOR- EARTH SUPER MARKET, ABU  
DHABI, APRIL2021 TO TILL 30<sup>TH</sup> JUNE 2022**

- Supervising and coordinating other cashiers and providing customer service.
- Schedules employees and ensures shifts are covered when necessary
- Greets customers, answers questions and resolves issues.
- Handling cash transactions with customers, scanning goods, collecting payments, issuing receipts, refunds, change or tickets and redeeming stamps and coupons.

## SALES AND MARKETING EXECUTIVE – AL BAKHT CURTAINS AND DÉCOR, ABU DHABI, JANUARY 2023 TILL DATE

- Provide customers with information about curtains , materials, designs etc
- Finding An Emotional Connection with customers
- Attending meeting of corporate customers
- Approaching Sales As A Service



### COMPUTERPROFICIENCY

#### Diploma in Information Technology:

- Basics of Information Technology
- Microsoft Windows Operating System
- Microsoft Office
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
- Internet and Multimedia
- Introduction to Data base with Microsoft Access

Date of Birth : 08-08-1987  
Nationality : Indian  
Marital Status : Married  
Sex : Male  
Residence : Musaffah, Abudhabi

### VISA STATUS

**ON EMPLOYMENT VISA, Under cancellation, Available to join immediately**

### PASSPORT DEATLS

Passport Number : U6616161  
Passport Issue Date : 10/01/2020  
Passport Expiry Date : 09/01/2030

### DRIVING LICENSE DETAILS

Driving License Number: 2761110 (Manual)  
License Issue Date : 25/01/2022  
License Expiry Date : 24/03/2024

## DECLARATION

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*I consider myself familiar with Business management aspects and I am also confident of my ability to work in a team. I hereby declare with the information furnished above is true to the best of my knowledge.*

*Sincerely,*

*(Abdul Kabeer B)*