

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)



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

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

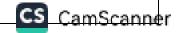


JOB RESPOSIBILITIES

- 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 30TH 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
 - o Microsoft Word
 - o Microsoft Excel
 - o 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 DEATALS

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

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

Sincerely,
(Abdul Kabeer B)