



SIDDIQE THAILAKANDI

CONTACT

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📍 Kerala, India

Passport No : R5054477
Date of issue : 11/05/2018
Date of Expiry : 10/05/2028
Place of Issue : Kozhikode
Visa status : Residency visa
Visa Expiry : 2 Year
Nationality : Indian
Date of Birth : 14/09/1999
Marital Status : Single

DRIVING LICENSE DETAILS

Holder of valid **UAE** Driving License
License No : 314479
Date of Expiry : 11/07/2026

COMPUTER PROFICIENCY

MS Word/ Excel ★ ★ ★ ★ ★
Basic Operation ★ ★ ★ ★ ★
Internet & Email ★ ★ ★ ★ ★

ABOUT ME

I am consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. 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.

ACADEMIC CREDENTIALS

● **VOCATIONAL HIGHER SECONDARY**
(Medical Lab Technician)
Board of Vocational Higher secondary Examination Kerala
● **SSLC**
Board of Public Examination, Kerala, India

WORK EXPERIENCE

PRIVATE DRIVER AND MESSENGER (Dubai) | 2020-2022

Duties and Responsibilities

- Setting day to day program charts of clients and scheduling according to the client needs
- Setting day to day program charts of clients
- Paper clearance and delivery acting as a messenger
- Driving clients daily to their desired destinations
- Maintaining the vehicle safe and clean
- Using navigation apps to determine the best route
- Job brief

SALES EXECUTIVE | 2018-2020

AL BADWAWI FOODSTUFF GENERAL TRADING LLC

Duties and Responsibilities

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling, networking and social media.
- Setting sales goals and developing sales strategies.
- Researching prospects and generating leads.
- Contacting potential and existing customers on the phone, by email, and in person.
- Handling customer questions, inquiries, and complaints.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer 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.

LANGUAGE SKILLS

Mother Tongue : **Malayalam**

English

Listening	Reading	Writing	Spoken Production	Spoken Interaction
C1	C1	C1	C1	C1

Hindi

Listening	Reading	Writing	Spoken Production	Spoken Interaction
C2	C2	C1	C2	C2

Arabic

Listening	Reading	Writing	Spoken Production	Spoken Interaction
C2	C2	C1	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user