

## KHALID MACHINGAL



### CONTACT

📍 Dubai  
United Arab Emirates.  
☎ +971-527896780  
✉ khalidm343@gmail.com  
🐦 Khalidm343

### PERSONAL DETAILS

Marital Status : Married  
Nationality : Indian  
Passport : W3370994  
Gender : Male  
Driving Licence : LMV.3911403 UAE valid.

### SKILLS

Office Administration  
MS OFFICE  
Problem solving  
Store Operation  
Inventory management  
Store and warehouse management  
Sales Executive

### LANGUAGES

English  
Hindi  
Telugu  
Malayalam

### OBJECTIVE

Seeking a challenging and fast-paced role where I can leverage my skills and experience to make a significant impact. Excited to contribute to an organization that values continuous learning and growth.

### EXPERIENCE

**EFL, Emirates Flight Catering ,**  
2018 - 2022

Accommodation Assistant , Office Driver  
Ensuring the accommodation maintained properly by investigating on daily basis.  
Updating the occupancy daily in and out on daily basis.  
Forwarding the maintenance related issues on priority wise.  
Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy  
Manage emails, letters, packages, phone calls and other forms of correspondence  
Create and update databases and records for financial information, personnel and other data  
driving clients and staff around in an efficient, safe and timely manner.  
Maintain the vehicle's cleanliness and condition, and report any damages or malfunctions to the management.  
Keep a travel log of your trips, including the date, time, distance, and purpose of each journey.  
I have a valid driver's license, a clean driving record, and good knowledge of the local area.

**Emirates Flight Catering**  
2015 - 2018

Catering assistant, Store Assistant  
The Catering Loader is responsible for the transport and loading/unloading of On flight Catering to and from the Catering outbound to high loader and flight.  
Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations  
Practice and procedures in accordance with the company  
Contributing to team effort by accomplishing related results as needed.  
Completes operations by developing schedules, assigning and monitoring work, gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.  
Receiving goods and maintain invoices  
Maintain inventory of goods received and processed

### EDUCATION

**Zoom Technologys**  
2011  
Networking and Hardware Engineering  
**Higher Secondary Education Board of Kerala**  
2009  
Higher Secondary