



# UMERUL FAROOKH

SALES & CUSTOMER SERVICE ASSOCIATE

+971 52 263 3204

umarulfarook660@gmail.com

Dubai, UAE

## EDUCATION

### Diploma -Civil Engineering

Govt. of Kerala State Board  
of Technical Education

### Plus Two - Commerce

Board of Public Examination  
Kerala

## SKILLS

- Email management
- Document management
- Presentation software
- Travel Management Planning
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Organization and Time Management
- Problem-Solving and Analytical Thinking

## CERTIFICATES

- Tally Prime Microsoft Excel, Word etc
- Adobe Photoshop Photography Workshop Training

## LANGUAGES

- ENGLISH
- HINDI
- ARABIC
- TAMIL
- MALAYALAM

## ABOUT ME

Dedicated and detail-oriented administrative professional with 7 years of experience providing exceptional support to senior-level executives, teams, and organizations. Proven track record of ensuring seamless day-to-day operations, maintaining confidentiality, and fostering positive relationships.

## WORK EXPERIENCE

Administrative Expertise: 2022 – 2024 Present

### DEI-Digipho Entertainment Imaging Dubai, UAE

- Provided administrative support to senior executives, teams, and departments
- Managed calendars, schedules, travel arrangements, and expense reports
- Coordinated meetings, events, and conferences
- Maintained accurate records, databases, and filing systems
- Developed and implemented effective administrative processes and procedures

Sales Executive & Cashier

2019–2022

### Lulu Hypermarket, Kuwait

- Present, promote and sell products using solid arguments to existing and prospective customers.
- Establish, develop and maintain positive business and customer relationships.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Processing cash and card payments.
- Handling petty cash. Upselling.

### Key Strengths:

- Provided administrative support to senior executives, teams, and departments
- Managed calendars, schedules, travel arrangements, and expense reports
- Coordinated meetings, events, and conferences
- Maintained accurate records, databases, and filing systems
- Developed and implemented effective administrative processes and procedures

The information presented in this curriculum vitae is a true and accurate representation of my education, skills, and experience.

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