



Abdul Rehman Kutty

#102, Green Building, Nakheel, Ras al khaima, United Arab Emirates

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DOB : 13/02/1995

OBJECTIVE

Would like to secure a responsible carrier to wholly utilize my Knowledge , Skills , Training and to Cultivate New Masteries while making a meaningful and Productive Contribution to the Success of the Company.

SKILLS

- Computer Literacy
- Excel
- Adaptive Mentality
- Time Management
- Fast learner
- Customer Relation
- Social media marketing

REFERENCE

Mr.Hasim Majeed - Sales Team Head
Indus Motors Pvt Ltd Maruti Suzuki
hashimmajeed01@gmail.com

Mr. Jos Jacob - Managing Director
Speedway Kochi Tuners Edge Motor Sport Hub
jos.josbrothers@gmail.com

Mr. Rajesh Kumar - Head of Department
Administrative Management College Bangalore
rajsha_72@yahoo.com

INTERESTS

- Driving
- Go karting
- Trekking
- Traveling
- Badminton
- Music

LANGUAGE

- English - Fluent
- Arabic - Beginner
- Hindi - Fluent
- Malayalam - Native

ACTIVITIES

Attended European Cuisine Master Class by Chef Nicolas Roman and Chef Abhijit Saha
Wine Processing and Wine tasting Workshop Conducted by Heritage Grape Winery
Associated Relish - 2016 , Annual Food Festival by Amc Bangalore
Event Coordinator On Track Master Cup , Go kart Race Conducted by Speedway Kochi

EXPERIENCE

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Front Office Staff
Duration : **05/2022 - 06/2023**

Greetings Visitors, Helping them to Navigate Through On Office and Supplying them with Refreshments as

they wait. Answering Calls , schedule Meetings and Maintenance Workspace Hygiene.

Indus Motors Pvt Ltd Maruti Suzuki

Sale's Executive
Duration : **03/2021 - 12/2021**

Worked as On Field and Office Sales Executive with Promising Customer Relation.

Speedway Kochi Tuners Edge Motor Sport Hub

Track Manager
Duration : **04/2018 - 04/2020**

Go Karting, Paintball Instructor
Gained Experience in the Field Such as Attendance Management , Induction Programs , Administration , Maintaining Personal Files of Employees , Employee Relation , Salary Processing , Statutory Compliance , Go kart Mechanical Supervision.

The Chancery Pavilion

Industrial Trainee
Duration : **06/2015 - 10/2015**

Complete Training in F&B Service , F&B Production, Front Office and House Keeping with Excellent Track Record.

EDUCATION

Leo XIII Boys Higher Secondary School

SSLC
Passing Year - **2011**

Lajanathul Muhammadiya Higher Secondary School

12th Grade
Passing Year - **2013**

Administrative Management College Bangalore University

Bachelor of Hotel Management
Passing Year - **2017**