



# 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

### Arab co for Animal Production Rak

#### 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**