



RAMSHEED PAPPADAN

Supervisor(Stores and Retail Sales) & Document Controller

About Me

Hi, im Ramsheed Pappadan worked at ADNOC in the role of Shift supervisor and Sales Assistant and having 8+ years of experience in the relevant industry



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ramsheed727@gmail.com



Al Nabbah, Sharjah, UAE

PERSONAL DETAILS

- Date of Birth: 06/Oct/ 1990
- Age: 33
- Gender: Male
- Nationality: Indian
- STATE: Kerala
- Marital status: Married

PASSPORT DETAILS

- Passport No: V5125620
- Date of Issue: 29/03/2022
- Place of Bi: Calicut
- Visa status: cancelled visa
- Profession: Shift supervisor
- Visa Date: 25/01/2021 - 24/01/2024

EXPERIENCE

ADNOC (Abudhabi National Oil Company)

26 / April / 2015 to 1 / Dec / 2023

Designation: Supervisor & Sales Assistant (Retail Adnoc Stores)

ADNOC (Abu Dhabi National Oil Company) is a state-owned oil and gas company based in the United Arab Emirates (UAE), with its headquarters in Abu Dhabi, the capital city of the UAE. It is one of the largest and most influential energy companies in the world.

OXDU TECH SCHOOL 2022 - 2024

Designation: Document Controller (R.Support)

Manages and organizes company documents, ensuring proper version control, accessibility, and compliance with established procedures and standards. Also oversee document distribution, tracking, and retrieval processes to facilitate efficient workflow.

Referenece:+919895617610(Shaheem)

Airport Authority of India Calicut, CCJ Int'l Airport

February to July 2010

Designation: Ground Handling Assistant

Ground handling assistants work in a fast-paced and dynamic environment where safety and efficiency are paramount. Acquired skills like Aircraft Marshalling, Safety Procedures, Emergency response ...

EDUCATION AND ACHIVEMENTS

Diploma in IATA / UFTAA consultant - 2010

CRS (Galileo Automated Ticketing Course)

Basic and Advanced Fire fighting certificates

Bachelor's degree from Calicut University

Bachelor of Arts - English

Kerala Higher Secondary Board Examination

Kerala State SSLC Examination

ROLES AND RESPONSIBILITIES - ADNOC

- **Team Leadership**
- **Operational Management**
- **Performance Monitoring**
- **Training and Development**
- **Customer Service Excellence**
- **Inventory Management**
- **Budgetary Oversight**
- **Health and Safety Compliance**
- **Communication and Collaboration**
- **store and products monitoring**
- **cash handling and banking**
- **Planning and scheduling roster and annual leave**
- **Document control**
- **Utilized SAP and ERP software to streamline and optimize business processes.**
- **Document Management and operation HR assistant support**

KEY STRENGTH

- Technical Expertise
- Safety Focus
- Leadership and Team Management
- Problem solving skills
- Communication skills
- Customer service skills
- Self motivated
- Punctuality
- High performing team lead
- Ability to work under pressure

HOBBIES

- Outdoor activities like hiking, camping..
- Sports: Soccer, badminton Cricket
- Reading: Holy Books
- Travel and explore new places
- Volunteering all humanitarian community initiative
- Fitness: Regular exercise and fitness routines
- Technology and Gadgets: Keeping up with the latest tech trends, experimenting with new gadgets

DECLARATION

I solemnly declare that all the details given above are accurate, and I bear the responsibility for any variation from them in the future.

RAMSHEED PAPPADAN