

Kaleeldeen Siyam Kaleel

Abu Dhabi, U.A.E.

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JOB OBJECTIVE & CAREER GOAL

To pursue a career in a requested organization with open and progressive work culture meeting duties and responsibilities for the betterment of the organization with the knowledge and the experience I have gained.

As a professional I am at my best working in a competitive environment, with versatile and open-minded people. Being a creative professional, I give importance to all responsibilities related to the task in hand. I am goal oriented and believe in quality and teamwork.

PERSONAL INFORMATION

Full Name	:	Kaleeldeen Siyam Kaleel
Address in UAE	:	Abu Dhabi, UAE
Contact details	:	Mob.: +971 557161249 email: siyamkaleel@gmail.com LinkedIn: Siyam Kaleel
Date of Birth	:	17 th October 1984
Nationality	:	Sri Lankan
Civil Status	:	Married
Sex	:	Male

EDUCATIONAL QUALIFICATION

- Successfully completed secondary education of ordinary level examination in Sri Lanka - 2001.
- Successfully completed the Computer Basics and Operating system at Zonal Educational Computer Resource Center in Sri Lanka – 2006.
- Successfully completed the Diploma of Hardware Engineering at Zonal Educational Computer Resource Center in Sri Lanka – 2007.

WORK EXPERIENCE

Abu Dhabi, UAE:

- ❖ Work as a **Sales Attendant, Cashier** and **F&B** in Adnoc Distribution (ADNOC Oasis) since 2008 till 2014
- ❖ Currently working as a “**C-Store In-charge**” in ADNOC Distribution (ADNOC Oasis) since 2014 till now.

Responsibilities & Tasks:

- ✓ Arrange staff's schedule and assign duties as per schedule.
- ✓ Give training for new hired staffs as per company policy and procedures.
- ✓ Order the products and Merchandise as per FIFO method .
- ✓ Prepare sales reports and achieve the KPI sales target every month.
- ✓ Access the online aggregators (Talabat, Instashop, Cofe, Deliveroo)
- ✓ Organise and maintain the stocks availability.
- ✓ Handle the customer complaints and give excellent customer service.

Sri Lanka :

- I have three (03) years work experience as a **SALESMAN** in Ranmuthu Industries at Pasyala, Sri Lanka.
- Work as a **EXPORT MANAGER** same company.
- I have five (02) years work experience as a **DRIVER** in Deins Garments and Umbrella Industries at Kottramulla, Sri Lanka.

LANGUAGE KNOWN

English, Sinhala, Tamil, Hindi, Arabic, Malayalam

PASSPORT DETAILS:

Passport No. : N10914118
Date of Issue : 02/10/2023
Date of Expiry : 02/10/2033

DRIVING LICENSE WITH OWN CAR:

D/L No. : 880658
D/L Type : Manual
Issue Date : 22-07-2009
Expiry Date : 20-07-2024
Issue Place : Abu Dhabi

I do hereby certify that the above facts are true & accurate to the best of my knowledge.