



AL AMEEN THEKKUMKATTIL

SALES PROFFESIONAL

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Address:
Dubai , ,UAE

EDUCATION

- **Bachelor of Business Administration**
Specialized in Airline & Airport Management | 2013
- **Diploma in Airline and Airport Management**
Ground Handling, Cabin Crew Management, Air ticketing, Hospitality, Travel Management, ship Crew Service (Aim Fill Internationals) | 2013
- **Senior Secondary School** (National Institute of Open School) | 2012
- **Secondary School** (National Institute of Open School) | 2010

TRAININGS ATTENDED

- **Essential Food & Safety Training**
Syscoms College, UAE | Oct 2017
- **Basic Fire & Safety Training**
ADNOC HQ, UAE | Mar 2018

COVID-19 VACCINATION

- Fully vaccinated against COVID-19

COMPUTER PROFICIENCY

- MS Windows
- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- Internet & Email

PROFESSIONAL SUMMARY

To achieve a challenging position as customer service, Receptionist in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

WORK EXPERIENCE

SALES MAN

NOV 2024 - PRESENT

WESTERN INTERNATIONAL LLC, DUBAI, UAE

- Consistently met and exceeded sales goals through effective product knowledge and strategic selling.
- Built strong client relationships, driving repeat business and customer loyalty.
- Advised clients on product selection, with a focus on hospitality industry needs.
- Provided tailored products and services for the hospitality sector, including hotels and event venues.
- Worked closely with sales and hospitality teams to ensure seamless service and offerings.
- Delivered exceptional customer service, resolving issues and ensuring satisfaction in hospitality settings.
- Streamlined spare parts inventory by implementing a just-in-time ordering system, reducing excess stock while ensuring critical components were readily available when needed.

SALES ASSOCIATE

DEC 2022 - NOV 2024

BRAND HUB, NEDUMKANDAM, IDUKKI, INDIA

- Provided efficient customer service to 100 plus clients weekly and assisted in all aspects of product offering and service.

HOSPITALITY ASSISTANT

OCT 2022 - DEC 2022

FIFA WORLD CUP, QATAR | OCT 2022 - DEC 2022

DEPARTMENT: HOSPITALITY

- File reports on activities and events that took place during the previous day or week
- Greet guests upon arrival and provide them with information
- Set up meeting rooms with equipment such as projectors, audio/visual equipment, and screens for presentations or videos
- Make sure that all equipment is working properly and reporting issues to maintenance staff

SPECIAL AWARDS / HONORS

- ADNOC HQ Appreciation Certificate for Good Customer Satisfaction

PASSPORT & VISA DETAILS

- Passport No : B8891992
- Date of Expiry : 21/12/2033
- Date of Issue : 22/12/2023
- Place of Issue : Cochin
- Visa Type : Employment
- Visa Status : Active & Transferable

DRIVING LICENSE

- Holder of Valid UAE Driving License
License No. : 2704478

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

GSE OPERATOR ETIHAD AIRWAYS, ABU DHABI, UAE

NOV 2021 – JUL 2022

- Transporting Staff Travel guide
- Carrying & baggage handling out vehicle maintenance checks.
- Drive baggage and freight between planes and airport terminals or cargo Building.

VIP SERVICE PROVIDER AUG 2016 – NOV 2021

ROYAL CATERING EVENT MANAGEMENT, ABU DHABI, UAE. (SUBCONTRACTED TO ADNOC HEADQUARTERS)

- Focal point for moving correspondences, mail, and other items from one office/department to another within the ADNOC offices.
- Provide ADNOC employees & guests with refreshments / beverages as requested.
- Deals with queries or requests from the visitors and employees.
- Cooperate with office staff to maintain proper interaction and a friendly environment within the office. - Make sure the office premise is clean.

OFFICE ASSISTANT NOV 2015 - AUG 2016

ABU DHABI POLICE, ABU DHABI, UAE

- Deliver and pick-up mail, messages, documents, package and other items to and from government offices, the post office, or any other location that may be required.
- Make and serve beverages to employees and assist them with their needs.

SKILLS

- Knowledge of food hygiene Regulations.
- Knowledge of customer service methods.
- Good interaction abilities and Professional display.
- Ability to operate computer MS Office, Excel & Emails.
- Excellent attention to details
- Ability to work in multi-cultural environment.
- Ability to solve working problems.

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

AL AMEEN THEKKUMKATTIL