



**Aboobakker Siddeek**

**Mobile no.:** +971-(56) 946 2063

**Email Address:** siddeekadoor@gmail.com

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**Objective:**

To pursue a challenging career with a dynamic organization that provides continuous learning & opportunity to utilize my knowledge and skills, abilities to enhance my potential for organizational and personal growth.

**Work Experiences:**

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**GIANT FOOD LLC,**

Jan 15 2017 – June 2018

**As Sales & Deliveryman**

**Duties:**

- Load, unload, prepare, inspect and operate a delivery vehicle
- Ask for feedback on provided services and resolve clients' complaints
- Collect payments
- Inform customers about new products and services
- Complete logs and reports
- Follow up with customers regarding outstanding payments and new orders.

**ALRABEE RENT A CAR LLC, Dubai**

Nov 2013 – Dec 2016, Sep 2018 – Till Date

**As Accountant & Coordinator**

**Duties:**

- Update rental agreement files, notify customers of overdue rental vehicles and require on expected date of return and rental extensions.
- Review and submit reports to the Manager/M.D
- Attend, coordinate and support customers efficiently and encourage efficient service.
- Processing cash and credit card transactions accurately & efficiently.
- Prepare rental agreement folders with necessary details.
- Follow up with customers regarding outstanding payments and new orders.
- Book keeping of daily transactions like invoice, receipts and payments.

**Al Faiha Custom Clearance, Dubai**

Sep 2010 – Nov 2011

**As Public Relation Officer**

**Duties:**

- Dealing with verbal and written correspondence.
- Lasing with other government departments like Dubai Municipality, Chamber of commerce and Dubai Customs.
- Online Customs clearance for clients.
- Maintaining up to date knowledge of legislation and statutory requirements.

**Technical Skills**

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- ✓ Knowledgeable in Microsoft Office applications
  - ✓ Diploma in Indian & Foreign Accounting.
  - ✓ Professional in English and Arabic typing.

**Education**

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**Graduation**    2006 - 2009    Bachelor of Commerce (B.Com)  
**Vivekananda College, Kasaragod, Kannur University, Kerala**

**Language Known**

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English, Arabic, Hindi and Malayalam

**Driving License**

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License No.        :        3528956  
Date of Issue     :        07/07/2015 (Dubai)

**Personal Information**

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Civil Status	:	Single
Father's Name	:	Moideen Kunhi
Address	:	Thalpachery House, P.O Urdoor, Kasaragod, Kerala, India
Date of Birth	:	11 April 1988
Nationality	:	Indian
Sex	:	Male
Religion	:	Islam
Passport No	:	H5269719
Visa status	:	Employment Visa

Date: 15/06/2022  
Place: Dubai

Sincerely,

A Siddeek

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