



# Swalih Melethil

## Supervisor

Contributing to dynamic growing organisation where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute



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Abudhabi, United Arab Emirates

## SKILLS

Able to work unsupervised

Having a 'can do' Attitude

Excellent verbal and written communication skills

Can work under pressure

Highly motivated and focused

## LANGUAGES

English  
Full Professional Proficiency

Malayalam  
Native or Bilingual Proficiency

Hindi  
Full Professional Proficiency

Arabic  
Professional Working Proficiency

## INTERESTS

Cooking

Learning languages

Sports

Driving

## WORK EXPERIENCE

### Supervisor (Incharge) - 8 years Adnoc Distribution

03/2016 - 01/2024

Abudhabi, UAE

ADNOC Distribution is a leading fuel and gas retail selling company in UAE

Achievements/Tasks

- **Financial Management:** Managing cash transactions, reconciling sales, and ensuring accurate accounting records are maintained
- **Inventory Management:** Monitoring fuel and merchandise inventory, ordering supplies, and ensuring proper stock levels are maintained.
- **Customer Service:** Providing excellent customer service, addressing customer inquiries, and resolving issues to maintain a positive customer experience.
- **Safety Compliance:** Ensuring compliance with safety regulations and implementing safety protocols to prevent accidents or incidents, respect all hazards and work under HSE rules.
- **Staff Management:** Supervising and managing station staff, arranging duty roster, ensuring they are well-trained and performing their duties efficiently.
- **Reporting:** Generating reports on sales, inventory, and other relevant data for the station management with the help of SAP, ORACLE, EXCEL etc.
- **Promotions and Marketing:** Implementing promotional activities and marketing strategies to attract customers and increase sales.

## CERTIFICATES

Basic fire fighting course (03/2019 - Present)

International emergency first aid at work (11/2018 - 11/2021)

## EDUCATION

### Bachelor of Computer Science University of calicut

06/2010 - 04/2013

Malappuram, kerala, india

Courses

- computer science
- Electronics
- Internet programming
- Mathematics

### Diploma in Computer Instrumentation Government Polytechnic college

06/2009 - 06/2010

## ACHIEVEMENTS

UAE Manual Driving License (08/2016 - Present)

Licence No : 2392140