

UNAISE K U

Office Admin / Sales / House keeping

Hardworking professional with Graduate seeking an entry-level position as a Sales, Office Admin, House Keeping jobs where I can contribute to the success of the business while gaining experience in a professional workplace environment.



✉ unaisku90@gmail.com

☎ +971 50 393 1280

📍 Dubai, Dubai, United Arab Emirates

WORK EXPERIENCE

Cashier cum Accountant

Ajfan Dates and Nuts

01/2017 - 02/2018,

Kerala, India

Achievements/Tasks

- Stock Checking and Maintenance Checking
- Cash Deposit to Bank
- Salary Disbursement to Staff
- Expired Item Checking
- Order Taking

Manager Assistant

Sahib Petroleum

02/2018 - 06/2019,

Kerala, India

Achievements/Tasks

- Regularly perform inventory checks to manage stock efficiently.
- Monitor and maintain optimal fuel levels for operational efficiency.
- Provide daily updates on petrol prices for informed decision-making.
- Maintain a well-organized system for petty cash transactions.
- Safely deposit cash into the bank to manage finances effectively.

House Keeping Supervisor

Treebotrend Casino Hotel

07/2019 - 12/2022,

Kerala, India

Achievements/Tasks

- Maintain guest lists and track room availability.
- Check and maintain laundry items.
- Prioritize guest satisfaction.
- Thoroughly clean and sanitize guest rooms.
- Make beds and change linens for guest comfort.
- Create and manage daily routines for smooth operations.

Factory Helper

Karart Stone Processing Company

04/2023 - 10/2023,

Ijevan, Armenia

EDUCATION

B.Com

P E S College of Science

04/2015 - 04/2017,

Kerala, India

SKILLS

Communication

team player

fast learner

working underpressure

DRIVING LICENSE

Indian Driving license

COMPUTER SKILLS

TreebotrendMS Office, Photoshop(CS5), Computer Hardware installation and trouble shooting, Flexipose, Easybusy

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Professional Working Proficiency

Arabic

Professional Working Proficiency

PERSONAL DETAL

Visa Type: Visit visa

Marital Status: Single

Gender: Male

Nationality: Indian