



YADHUKRISHNAN THAMBAN

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To pursue a challenging career where one will be able to learn continuously and grow consistently adding value to the organization through the capabilities and skills.

EXPERIENCE

SEPT 2022 – JULY 2023

GROUND COURIER

DELHIVERY COURIER LIMITES, KASARAGOD, INDIA

- Handled merchandise carefully to provide safe delivery.
- Obtained signatures needed to complete and process paperwork upon deliveries.
- Loaded vehicle, properly securing items to prevent load shifting and damage during transportation.
- Verified each delivery against shipping instructions before delivering to customers.
- Mapped out driving routes ahead of time to determine fastest route.
- Answered passenger questions about local area and advised on popular establishments.

JUN 2021 – OCT 2021

OFFICE ADMINISTRATOR

BEST BUCKET BIRYANI, AL QOUZ, DUBAI

- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Answered multi-line phone system, routing calls, delivering messages to staff, and greeting visitors.
- Interacted with customers by phone, email, or in-person to provide information.
- Managed accounting functions such as invoicing customers and reconciling accounts.
- Managed maintenance of facility and grounds.
- Performed office filing, photocopying, and mailing.

OCT 2021 – JAN 2022

INVENTORY CONTROLLER CUM CASHIER

THE MART GROCERY LLC, DUBAI SILICON OASIS, DUBAI

- Maintain a neat, clean and safe working environment as per government regulation.
- Cross-verify the monthly report at the end of the month.
- Operate cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Maintained current knowledge of store promotions and highlighted sales to customers.
- Handled approximately daily credit and cash transactions for customers with accuracy and speed.
- Keeping a record of sales and restocking the store accordingly.

EDUCATION

2015 - 2018

B.SC COMPUTER SCIENCE, KANNUR UNIVERSITY

2013 - 2015

+2 COMPUTER SCIENCE, GVVHSS AMBALATHARA

SKILLS

- | | |
|-------------------------------------|----------------------------|
| • Microsoft Office | • Cash Register Operation |
| • Order Management | • Home Delivery Scheduling |
| • Computer Backup Management | • Cash Counting |
| • Software Updates and Installation | • Loss Prevention |
| • Data Entry | • Security Monitoring |

PERSONAL DETAILS

FULL NAME: YADHUKRISHNAN THAMBAN

PASSPORT NO: N5315501

VISA STATUS: VISIT VISA

DOB: 11/10/1997

NATIONALITY: INDIAN

LANGUAGES KNOWN: HINDI, TAMIL, MALAYALAM, ENGLISH