

## CURRICULAM VITAE

**YUSAF PUNNAKKAL**

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**Dubai – UAE**



### **CAREER OBJECTIVES:**

Determined to build a challenging and rewarding career with committed and dedicated people who will support me to grow with the organization. Always willing to work as a key player in a challenging and creative environment

### **PERSONAL DETAILS:**

- Nationality : India
- Date of Birth : 09/04/1993
- Sex : Male
- Marital Status : Married
- Language Known : English, Hindi, Arabic and Malayalam
- Visa Status : Employment Visa

### **EDUCATION QUALIFICATION**

- Plus Two – Board of Higher Secondary Examination
- S.S.L.C – Board of Public Examination
- Computer Skills – MS Word, MS Excel etc.

### **WORKING EXPERIENCE:**

- **02 Years working as an OFFICE DRIVER in FLAG HOLDING COMPANY ABU DHABI.**
  - Managing team and individual performance.
  - Preparation of relevant reports and documents for senior managers.
  - Prepared reports.
  - Copied, filed and faxed documents.
  - Answered multi-line phone systems
  - Basic data entry
- **2 Years worked as a PRIVATE DRIVER in SHEIKH THANOON PALACE AL AIN UAE**
  - Inspects and drives repaired vehicles to verify repairs.
  - Evaluates performance of workers.
  - Prepares repair reports and vehicle requests.
  - Supervises and coordinates activities in automobile.

- **2 Years worked as a INSURANCE CLERK in BAYNUNAH DENTAL CLINIC AL AIN UAE**
  - Calculate insurance premiums or awards.
  - Collect payment.
  - Compute financial data.
  - Examine financial documents to verify issue.
  - Maintain insurance records.
  - Review data on insurance applications or policies. Type letters or correspondence.
  - Process, prepare, and submit business or government forms.
  
- **1 Year worked as a SALES in MALABAR OIL COMPANY KERALA INDIA**
  - Maintain receipts, records, and withdrawals of the stockroom
  - Receive, unload, and shelf supplies.
  - Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
  - Rotate stock and coordinate the disposal of surpluses.
  - Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

#### SKILLS

- Hard working
- Punctuality
- Willing to Working Under pressure
- Good communication skill

#### PASSPORT DETAILS

- Passport No : W7594009
- Place of Issue : KOZHIKODE
- Date of Issue : 04/01/2023
- Date of Expiry : 03/01/2033

#### DRIVING LICENSE MANUAL

- License No : 1119716
- Place of Issue : Abu Dhabi- UAE
- Date of Issue : 27-07-2016
- Date of Expiry : 26-07-2026

#### DECLARATION

I wish to submit this Application with a view to better my person prospects and is all Endeavors to contribute my best effort is to build a successful career with employers.

I do here by confirm the above particulars are true and correct.

Thanking you sir/madam and hopping to receive a most favorable reply

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