



# GOPAKUMAR V S

EXPERIENCED PROFESSIONAL

 Dubai, UAE

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 4591691

## Objective

To secure a challenging position in an organization to expand my learnings, knowledge, and skills.

## Skills

- Communication Skill
- Leadership Skill
- Relationship Building
- Organizational Skill

## Work Experience

### Sales Assistant

**EMIRATES NATIONAL OIL COMPANY (ENOC)**

- Generating leads, managing customer databases
- Providing post-sales support, including handling customer complaints or returns
- Administrative Tasks

### Credit Assistant

**LARSEN AND TURBO FINANCIAL COMPANY**

- Credit Analysis
- Credit Monitoring
- Documentation and Record Keeping
- Compliance and Legal Requirements

### Administrator

**DIVINE FOOD PRODUCTS PVT LTD. PALA, KOTTAYAM**

- Office Management
- Record Keeping and Documentation
- Human Resources Support
- Compliance and Documentation

2020 - Current

2019 - 2020

2018 - 2019



## Education

2014 - 2017

**Bachelor of Arts specialized in Economics**

*Mahatma Gandhi University, Kottayam*

2012 - 2014

**Higher Secondary Education specialized in Commerce**

*Central Board of Secondary Education*

2011 - 2012

**High School Education**

*Sreyas Public School, Ponkunnam, Kottayam*



## Languages

- English
- Malayalam
- Hindi
- Tamil
- Arabic



## Interests

- Artistic Works
- Cricket



## Additional Information

### Personal Details

Name	: Gopakumar V S
Father's Name	: Sivadas V K
Date of birth	: 08/06/1996
Sex	: Male
Nationality	: Indian
Religion	: Hindu
Passport No.	: S6914511
Visa status	: Employment Visa
Mother Tongue	: Malayalam
Marital Status	: Single
License (UAE)	: 4591691



## Declaration

I hereby declare that the above-mentioned details are as of today, complete and correct to the best of my knowledge

Place: Dubai

Date: