

Dear Sir,

Sub: Store Keeper



With reference to the above subject, I would like to apply for a any suitable care in your esteemed firm.

I am a resident of U.A.E. for the last 15 years, holding valid driving license and well experienced in various kinds of jobs in Etisalat Telecommunication and Al-Futtaim Telecommunication & Al Yousuf computer & Telecommunication ,Al Marfa Typing and Documentation Secretarial and Cashier,Data Entry,General Service,Driver,Office Administrative,Telephone Operator,Customer Relation Executive,Executive Assistannt.Document controller,Business Development executive ,Store keeper , Document Controller and related jobs.

I am attaching my detailed C.V. for your kind perusal and consideration.

If given the chance to serve this fast-growing organization, I assure you that you will find me a hard-worker and a quick learner.

I look forward to your favorable reply.

With thanks and regards,

Yours Sincerely,

**ISMAIL MADAKKAL**

**Mob: +97154 7304175**

# **ISMAIL MADAKKAL**

**Mobile:+971547304175**

**E-mail: ismailmmvt@gmail.com**

**Visa Status:Employer**

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## **Career Objective**

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

## **Professional Experience**

**Having 18-month Experience -Al Marfa Typing and Documentation office Feb,2022 to**

**Designation: Account & customer care**

**Having 4 years Experience as Data entry operator customer care in pattambi municipality at Pattambi, kerala from the year 2014 to 2018.**

**Al Yousuf computer & Telecommunication Mar 2009-May 2014**

**Client: Sharjah Etisalat Contractor & Fujairah Etisalat Contractor**

**Designation: Secretary/Data Entry /Tele Marketing & Customer Relations**

**Al Futtaim Panatech**

**Feb 2007-.....**

**Client: Al-Ain Etisalat Contractor**

**Designation: Secretary/Data Entry/ Document control /Tele Marketing & Customer Relations**

**Al Futtaim Technologies**

**May 2005-.....**

**Client: Fujairah Etisalat Contractor**

**Designation: Secretary/Data Entry / Document control /Telephone Operator& Customer Relations Executive**

## **Duties & Responsibilities**

- Excellent Data Entry skill
- Office and our all Branch account controller
- In -depth knowledge of entering data fields in to computers in windows
- Introducing newly launched products to the costumers through Etisalat Business outlets.
- Preparing the daily sales from and stock reports.
- Writing and translating the letters to/from our Clients.
- Files Documentation.
- Reporting to the management.
- Answering the phone and attending to customer queries.
- Maintaining and developing regular relations with customers.

- Tele marketing through customer.
- Responsible of office computers maintenance and troubleshooting.
- Listen to customer requests, referring to alphabetical or geographical directories to answer questions and provide telephone information.
- Observe signal lights on switchboards, and dial or press buttons to make connections.

## **Etisalat, Fujairah**

**Mar 1998-May 2005**

**Designation: Secretary/Data Entry/Document control/Office**

**Assistant/Telephone Operator Customer Relations, store monitoring**

### **Duties & Responsibilities**

- Answer all coming calls in gently what.
- Maintaining and developing regular relations with customers.
- Co-ordinate with the Administration and Accounts Departments.
- Commercial Store monitoring and maintaining and updating Customer database.
- Helping customer if possible or transfer him to the proper responsible employ who can help him
- Recording any customer's complains and reports it to the management.
- Provide administrative assistance, that is, prepare and distribute agenda, confirm attendees, compile documentation, etc.
- Network Operation Centre Technical Assistant Radio Operator
- Typing of regular correspondence and keeping track of them.
- Initiating and maintaining a variety of files and records.

## **Educational Credentials**

Bachelor of Administration in History from the University of Calicut, India in 1995.

## **Certification Course**

Diploma in Computer Application, Kerala.

English Typing from Board of Public Examination, Kerala

## **Technical Skills**

MS Office

## **Personal Profile**

Nationality : Indian

Date of Birth : 5Jan 1974

Sex : Male

Marital Status : Married

Passport No : Y8487377

Languages known : English, Hindi, Arabic, Tamil and Malayalam

## **Declaration**

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

**ISMAIL MADAKKAL**

Date:25/12/2023