

JUNAIS

Admin/Customer Service



Summary

An Experienced and Motivated Candidate with 6+ years of Administrative & Customer service Experience.

Contact Info

Abudhabi , United Arab Emirates
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personal information

Civil Status: Single
Birth Date: April 27, 1998
Nationality: Indian.
Language: English, Hindi & Malayalam

License information

License No:2912437
Issue Date :04-07-2023
Expiry Date : 03-07-2025

Skills

- Good communication skills and professional approach to work.
- Flexible and able to work independently.
- Technology Skills.
- Technical Proficiencies
- Closing Techniques
- Problem-solving Abilities.
- Negotiation Skills
- Time Management
- Excellent interpersonal Skills
- Software skills: MS office (Word, Excel, Presentation), Adobe (Photoshop, illustrator, Premier pro)
- Commercial Awareness
- Legal Knowledge

Work Experience

CUPS&CO Abu Dhabi,uae.

STORE SUPERVISOR

Nov 2022 to present

- Negotiate issues such as price variation, product delivery and specifications with managers.
- Ensure the availability of stock for sales and demonstrations.

SLASH COFFEE Abu Dhabi,uae.

FOOD SERVICE SUPERVISOR

Oct 2021 to Nov 2022

- Assigning and scheduling the staff.
- Undertake individual tasks of a marketing plan as assigned.
- Coordinate with vendors and order supplies.
Ensuring a safe, clean, and positive environment.
- Supervising staff and dividing responsibilities to ensure performance
Create and update records and databases with personnel, financial and other
- Develop and implement effective policies for all operational procedures.
Show employees how to properly start, use and clean the coffee-making equipment.
- Enforcing company policies and procedures.
- Help management create the department's
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DROPEX logistics Kerala, india.

DELIVERY COORDINATOR

Sep 2020 to August 2021

- Responsible to administrate, coordinate and manage the customer product from point of shipping to delivery.
- Document business processes and requirements in order to implement the most effective solution for the customer.
- Act as a mediator, facilitator, and primary point of contact for all issues between post-production and publication phases.
- Assist and coordinate fixes of published courses and products.

Education Background

Higher Secondary Education

National Institute of Open Schooling
Kerala, India.

FAMILY supermarket Abu Dhabi, UAE

SALES EXECUTIVE & ADMIN

July 2019 to May 2020

- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
- Coordinate sales effort with team members and other departments.
- Process orders via email or phone
- Maintain and update sales and customer records.