



SAVAD KK

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Abu Dhabi, UAE

PERSONAL DETAILS

DOB: 19th July 1995
Gender: Male
Nationality: Indian
Passport No: M9520462
Visa status: Residence

LICENSE DETAILS

License type: Manual
Issue date: 21-09-2022
Expiry date: 20-09-2024
Place of issue: Abu Dhabi

SKILLS

- Problem solving
- Customer service
- Time management
- Teamwork
- Multitasking
- Attention to detail
- Decision making
- Emergency response
- Leadership
- Flexibility

LANGUAGE

- English
- Hindi
- Arabic
- Tamil
- Malayalam

COURSE & CERTIFICATE

GENERAL OPERATOR

CAREER SUMMARY

"Task driven professional with 4 years of experience in customer service, office management and reception duties. Strong interpersonal skills to interact with diverse individuals and groups at all levels. Possess incomparable ability to perform accurate and efficient entry of data to administrative software."

WORK EXPERIENCE

- **RECEPTIONIST CUM DRIVER** **Nov 2022 – April 2023**
GREEN OLIVES CARE CENTRE – Abu Dhabi
- **DATA ENTRY OPERATOR** **Nov 2019 – Sep 2022**
WHITE LINE – Abu Dhabi
 - Prepares, compiles and sorts document for data entry.
 - Entering data into database and ensure the accuracy of the data has been entered.
 - Review data for deficiencies and errors, research and obtain further information for incomplete documents.
 - Apply data program techniques and procedures.
 - Generate reports and keep information confidential.
 - Respond to queries for information and access relevant files.
- **FRONT OFFICE MANAGER** **2017 - 2018**
FONEFLIX.ONLINE – Kerala, India
 - Supporting, training, and supervising front office staff.
 - Ensuring that all customer related tasks are handled accurately and on time to improve guest's experience.
 - Handling customer complaints and special requests.
 - Scheduling staff shifts and managing other HR related tasks.
 - Maintaining an orderly appearance throughout the reception area.
 - Updating files and records.
 - Enforcing all cash-handling, checking and credit procedures.
 - Ensure proper mail distribution.
 - Keep updated records of office expenses and costs.
 - Ensure company's policies and security requirements are met.

EDUCATION

- **B.SC IN GEOLOGY** **2014 -2017**
CALICUT UNIVERSITY
A.W.H Special college, Calicut, India
- **HIGHER SECONDARY EDUCATION** **2012 -2014**
SCIENCE

INTERNSHIPS

- RSSML Phosphate Mine – *Karnataka, India*
- Panna Diamond Mine – *Madhya Pradesh, India*
- Sanu Limestone – *Rajasthan, India*

COMPUTER PROFICIENCY

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint