



SAIDALI JALEELA BEEGAM

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ACADAMIC CREDENTIALS

- 2013 - 2014 • DIPLOMA IN FOOD PRODUCTION
 - Food Craft of Institute, Thiruvananthapuram, Kerala, India
- 2017 - 2019 • HIGHER SECONDARY (Humanities)
 - National Institute of Opening Schooling, India
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- 2010 - • SSLC
 - Govt VHSS
 - Kerala Board of Examinations, India

TRAINING

- Industrial Exposure Trainee in Pranam International

CAREER ABRIDGEMENT

To achieve a challenging position in an organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Supervise	Honesty	Communication	Guest Service
Customer Service	Time Management	Active Listening	
Flexibility	Punctual	Quick Learner	Hardworking
			Front Office

EMPLOYMENT CHRONICLE

HOUSEKEEPING ASSISTANT SUPERVISOR | 2 Years

RAWDAT ALBEIT HOTEL, KSA

KEY RESPONSIBILITIES

- Train housekeepers on cleaning and maintenance tasks.
- Schedule shifts and arrange for replacements in cases of absence.
- Check rooms and common areas, including stairways and lounge areas, for cleanliness

SALES EXECUTIVE & ACCOUNTANT | 1 Years

GULF MOBILES

KEY RESPONSIBILITIES

- As promoter I am promoting Oppo brand
- Preparing tax invoice delivery note, auditing and analysing financial performance
- Stock taker
- Handling customer questions, inquiries, and complaints

SALES EXECUTIVE | 1 Years and 1 Months

POOVALLIYIL MOTORS

KEY RESPONSIBILITIES

- Setting sales goals and developing sales strategies.
- Contacting potential and existing customers on the phone, by email, and in person.
- Handling customer questions, inquiries, and complaints.

KEY RESPONSIBILITIES

- Follow production schedule
- Ensure sanitation
- Clean food and beverage machinery
- Monitor the production line

COMPUTER PROFICIENCY

MS Word	★ ★ ★ ★
MS Power Point	★ ★ ★
MS Excel	★ ★ ★ ★
Internet & Email	★ ★ ★ ★

LANGUAGES KNOWN

English	██████████
Malayalam	██████████
Arabic	██████████
Hindi	██████████

INTERESTS

Songs



Travelling

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- COMMUNICATION - Interpersonal skills – verbal, problem solving and listening skills.
- ORGANIZATION - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT-Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 06/05/1994
Religion	: Muslim
Nationality	: Indian
Marital Status	: Married
Address	: Saidali Manzil, Kattumpuram, Kallara PO , Thiruvananthapuram, Kerala, India 695608

PASSPORT DETAILS

Passport No	: L4899671
Date of Expiry	: 03/11/2023
Visa Status	: Visit Visa (expire on 13/03/2022)

DRIVING LICENSE DETAILS

Holder of Valid Indian Driving License	
Driving License, No	: 16/5968/2013
Date of Expiry	: 09/06/2034

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place : Dubai
Date : 01.02.2022

SAIDALI J