

Nabeel Latheef

D.O.B : 19/08/1989 Gender : Male
Languages : English, Hindi, Arabic, Tamil, Kannada, Malayalam
Nationality : Indian



Education

Rabindranath Tagore University, Madhya Pradesh
Bachelor of Arts (English)

P.K.K.S.M.H.S.S , Kayamkulam
Higher Secondary Education

KIT English Medium High School, Kayamkulam
High School Education

Work Experience

Jan 2017 - Feb 2021

DEPUTY MANAGER (Indian operations)
VFS Global - Jubail, Saudi Arabia
4 Years & 1 month

- Supervised and motivated 11 employees.
- Created reports, analysed and interpreted data, including expenses, competition information, and revenues.

March 2015 - Jan 2017

CUSTOMER SERVICE OFFICER (Indian operations)
VFS Global - Riyadh, Saudi Arabia
1 year & 10 months

- Answered customer questions and resolved service, issues in a timely manner.
- Diagnosed customer issues by asking probing questions and write up repairs orders.
- Coordinated equipment repairs and maintenance.

Jan 2014 - Dec 2014

SALES COORDINATOR : ATE On Spot Rent a Car
- Riyadh, Saudi Arabia
1 year

- Motivate and coach employees to meet service, sales, and repair goals.
- Create and modify employee to schedules with service levels in mind.
- Maintain detailed logs and reports of services performed, profit, and budget information.

Software skills & Hobbies



Traveling



Powerpoint



Ms word



Ms office

Hello !

I'm a highly organised, dedicated and diplomatic VFS Global Deputy Manager, with a proven ability to improve working environments and a commitment to employee welfare. Sensitive to employee concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I'm also proficient in business, reflected in familiarity with payroll systems and employment law.

My goal is to continually expand my skills and knowledge in my professional career. Looking forward to a rewarding position in a progressive organization where I can prove myself by rendering best service and expertise as well as I assure you that I'll work with full of my sincerity and honesty and do justice to my job and the organization.

Interests

- Research
- Cultural programmes
- Books
- Physical Games
- Foreign languages

Personal Skills

- Strong verbal communication
- Ability to delegate tasks
- Problem Solving
- Leadership
- Decision making capabilities

- VALID GCC License

Contact

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CURRICULUM VITAE