

Zainul Abid V.K.P

Damascus street, Dubai, UAE

Contact number: +971 581758723

Email: zabid9462@gmail.com

On Visit Visa Until 18 JUNE 2022



OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to make use of my interpersonal skills to achieve goals of the company.

WORK EXPERIENCE

Company : M A Motors & Spare Parts, Kasaragod, India

Period : DEC 2017 – FEB 2022

Designation : Sales supervisor and Marketing In charge.

Job Profile

- Promoting the Company's existing brands and introducing new products to the market.
- Gathering, investigating, and summarizing market data and trends to draft reports.
- Implementing new sales plans and advertising.
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.

Company : Kings hotels and apartments, Bangalore, India

Period : FEB 2014 – NOV 2017

Designation : Sales supervisor and Reception Executive.

Job Profile

- To supervise the professional greeting of clients and visitors, to the highest standards.
- To manage room reservations ensuring that the bookings team are processing all enquiries accurately.
- Recruitment, induction and training of receptionists and meeting room co-ordinators
- Appraisals and performance management of staff, including monthly meetings.
- Leading, monitoring, motivating and inspiring the team; providing guidance and support.

Company : Dar Al Fursan Trading EST., Riyad, Saudi Arabia.

Period : MAR 2010 – OCT 2012

Designation : Office Clerk and Public Relation

Job Profile

- Organizing and maintaining files and records, ensuring they remain updated and are easily accessible
- Answering the phone, taking messages. or redirecting calls to appropriate offices
- Operating office equipment like photocopiers, scanners, voice mail systems, and facsimile machines
- Involved in basic bookkeeping tasks, able to issue invoices, cheques, etc.

- Maintains office cleanliness.
- Occasionally liaisons with associates, suppliers and clients

Company : Abu Dhabi Aviation, Abu Dhabi
Period : AUG 2007 – AUG 2009
Designation : Technical Assistant / Hangar Assistant

Job Profile

- General Maintenance and cleanliness of hangar facility.
- Inspection and completion of routine hangar and facility check lists.
- Driving duties involving collections and deliveries.
- Moving aircraft in and out of hangar as required.
- Inspection, preventive maintenance on vehicles, support equipment and special tools.
- Control and disposal of waste materials.
- Cleans aircraft, including exterior washing, waxing, & polishing when required.
- Support to aircraft maintenance activities as required.
- Assists office staff with moving equipment, capital inventory and surplus property removal.
- Operates motor vehicles, aviation support vehicles and equipment in and around aircraft hangar and on airport ramp.

SKILLS AND COMPETENCES IN AVIATION FIELD

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|---|---|
| ➤ Received training in hangar safety | ➤ Experience with aircraft tow operations |
| ➤ Knowledge of aircraft parts and operations | ➤ Experience with all common hand tools |
| ➤ Experience with aircraft lubes and corrosion prevention maintenance | ➤ Quick Learner |
| ➤ Advanced interpersonal and communication skills | ➤ Self-Motivated & capable of working alone or in a team environment. |
| ➤ Capable to work under pressure | ➤ Ability to organize, take and relay message with confidence |

EDUCATIONAL DETAILS

- Higher Secondary Course.
- Secondary School Leaving Certificate SSLC.

PERSONAL DETAILS

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| ➤ Nationality | : Indian |
| ➤ Languages Known | : English, Hindi, Arabic and Malayalam |
| ➤ Nationality | : Indian |
| ➤ Passport Number | : L7595215 |
| ➤ Date of expiry | : 06/03/2024 |
| ➤ DOB | : 30/05/1985 |