



NAMEEB K

Nationality - Indian
Experience : 03 years

CONTACT ME

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- Al Quoz Ind 2, Dubai, UAE
- Visa Status : Visit Visa

PASSPORT INFO

Passport No : U9764320
Date of Issue : 09/03/2021
Date of Expiry : 08/03/2031

KEY SKILLS

- Meeting coordination
- Inbound Phone Call Handling
- Financial Services Support
- Office management
- Benefits and compensation
- Wages and salary
- Meeting preparation
- Recruitment

LANGUAGES KNOWN

English	●	●	●	●	●
Hindi	●	●	●	●	○
Malayalam	●	●	●	●	●
Arabic	●	●	●	●	○
Tamil	●	●	●	●	○

PROFILE SUMMARY

Resourceful professional offering history of success coordinating and monitoring operations across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency. Highly committed with the hardworking mentality to maintain quality of services and products.

WORK EXPERIENCE

Sales Executive

HDFC Bank, Malapuram, Kerala, India
Mar 2021 - Oct 2021

Roles & Responsibilities:

- Researching and recommending prospects for new business opportunities.
- Researching and analyzing sales options.
- Building and maintaining relationships with clients and prospects.
- Stay current with trends and competitors to identify improvements or recommend new products.

Office Administrator Cum HR Assistant

KPM Home Needs & Furniture, Malapuram, Kerala, India
2019 - 2021

Roles & Responsibilities:

- Coordinating office activities and operations to secure efficiency and compliance with company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Support budgeting and bookkeeping procedures.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.

AREAS OF INTEREST

- Administrator
- HR Assistant
- Front Office Executive
- Accounts Assistant
- Junior Accountant
- Data Entry
- Document Controller
- Sales Executive

SOFTWARE PROFICIENCY

- **MS Office**
Word | Excel | PowerPoint
- **ERP Software**
Tally

HOBBIES & INTERESTS

- Reading
- Music
- Photography
- Travel
- Sports
- Cooking
- Fitness
- Movies
- Gardening

ACADEMIC QUALIFICATION

□ B.Com in Computer Applications

University of Calicut, Kerala, India

2016 - 2019

□ Higher Secondary

Board of Higher Secondary Education, Kerala, India

2014 - 2016

STRENGTHS & QUALITIES

- Awareness
- Caring about other people.
- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Flexibility in thinking and operating style.
- Humor and lightheartedness.
- Inspiring and motivating others to achieve greatness.
- Patience when dealing with others.

PERSONAL INFO

Nationality	:	Indian
Gender	:	Male
Marital status	:	Single
Date of Birth	:	26/02/1997
Religion	:	Islam

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

NAMEEB K