

ABDUL LATHEEF CH

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Dubai, UAE



OBJECTIVE:

To acquire a challenging career with a solid company utilizing the opportunity to offer proven and developing skills within the company.

WORK EXPERIENCE:

OFFICE BOY

Zara General Trading in Dubai

Duration: 3 years

Task:

- Monitoring the use of equipment and supplies within the office
- Maintain cleanliness of office equipment and furniture
- Monitoring the external cleaners.
- Making and serving tea and coffee to guests and managers
- Prepare stationary for all shops and the head office
- Change printer cartridges
- Assist in board rooms to set up projector and laptop
- Filing documents as per the department requirement

SALES MAN Sheeze General Trading LLC

Roastery & Perfume Place in Dubai

Duration : 3 years

Kous Musandam in Oman

Duration: 1 years

Task:

- Greet customers and accompany them to their tables
- Take ice cream orders and patrons them with information on the day's special or any deals that the ice cream store may be running
- Ensure that orders are repeated for accuracy
- Relay orders to the ice cream dispensing area
- Dispense customers' orders according to instructions provided
- Place toppings such as syrup, nuts and cream on orders
- Ensure that orders are delivered to customers before they melt

LABOUR WORKER

Bafat Group in Saudi Arabia

Duration: 2 years

EDUCATIONAL ATTAINMENT:

- Higher Secondary Completed
- Secondary School Completed

PERSONAL SKILL / TALENT

- I am a quick learner and have eagerness to learn different skills.
- Reliable and responsible and Hard worker
- Good Communication, self –confidence, Discipline and punctual.
- Honest and Hardworking Capacity.
- Can easily motivate myself to perform better.
- Pleasing manners and can easily get along with different people.
- Having good convincing Capacity & Detail oriented and efficient

PERSONAL DATA

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|------------------|---|------------------------------------|
| • Date of Birth | : | 10 Jan 1989 |
| • Gender | : | Male |
| • Citizenship | : | Indian |
| • Marital Status | : | Married |
| • Language | : | English, Arabic, Malayalam & Hindi |
| • Passport No | : | G9581135 |
| • Visa Status | : | Visit Visa |

I hereby said that the above given information are true and correct to the best of my knowledge and belief

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