

ELDIN THOMAS

Contact Details: +971 55 209 9834 / +91 74064 75796

Email: eldinthomas@gmail.com

Al Ghubaiba, Bur Dubai
Dubai - UAE



OBJECTIVE

To be associated with an Organization that "gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization, Society and gains satisfaction thereof."

PROFESSIONAL EXPERIENCE

Manager

Year – 2021 - 2022

Kabani Indane Gas Service

- Overseeing general office operation.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.
- Producing reports, composing correspondence, and drafting new contracts.
- Advising on how to reduce costs and increase profits.
- Checking stock at Godown.
- Checking stock in daily basis.
- Keeping a stock record.
- Deal with the complaints and queries of customers.
- Preparation of customer's paper works.

Business in Hotel Industry

Year - 2016 -2017

Restaurant management

- Major role in restaurant management.
- Adhering to all food safety regulations and quality control.
- Handling major roles like purchase management and supplier.
- Assisting and handling management employees.
- Accepting online orders and walk in customers.
- Maintain cleanliness, hygiene and tidy restaurant all the time.
- Operating the cash register and handing customer's correct change.
- Assisting customer while they order for food, informing them about signature dishes and combos.
- Attend and ensure customer's satisfaction with quality of food and service.
- Properly sanitizing all utensils and dishes before each use.
- Adhering to all food safety regulations while storing, preparing, and serving food.

Tele Banking Officer

Year - 2015 - 2016

Worked as Tele Banking Office for Axis Bank in Concentrix

- Deal with all complaints and queries and other related customer service issues.
- Attain sales target of loans and Emi.
- Credit cards sales.
- Establish good rapport with existing and potential customers.

EDUCATION

BBA – Sardar Patel University – 2018 - 2021

HSC - Kerala State Board (Kaniyambetta Govt Higher Secondary School) – March 2012

SSLC - Kerala State Board (NSS) – March 2010

OTHER SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint).
- Good team player.
- Sincere and punctual.

- Multitasking.
- Constant willingness to learn new things.

PASSPORT DETAILS

Passport Number : U 5174704

Date of Issue : 27/02/2020

Date of Expiry : 26/02/2030

LANGUAGE KNOWN

- English
- Hindi
- Malayalam
- Kannada
- Tamil

PERSONAL PROFILE

Date of Birth : 14/03/1994

Gender : Male

Nationality : Indian

Marital Status : Single

Blood Group : A+

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. And I assure you that with my knowledge, skills and experience earned, I will render service that will contribute to the success of your company.

Date:

ELDIN THOMAS