

RAHSHAN K K

al-nahdah sharjah kkrahshan@gmail.com | +971567145424+918590733269,

OBJECTIVE

High-energy Supervisor successful in building and motivating dynamic teams. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns as well as contributing new ideas that drive company growth. Organized and diligent with excellent written oral and interpersonal communication skills.

EXPERIENCE

suguna foods and products, calicut march 2006 – february 2009

collection officer

- Keep track of assigned accounts to identify outstanding debts.
- Complying with applicable laws, regulations, policies and procedures.
- Informing Superiors regarding the effectiveness of strategies for various accounts.
- Ability to resolve credit settlements through effective negotiation.
- Ability to work in a stressful and target oriented setting.
- Proficient computer skills (Advanced MS Excel Skills)

ZAKRI UNITED LLC ,Salalah,Oman February 2009 – April 2011

Restaurant Cashier

- Take and fill orders
- Manage large sums of money daily
- Communicate with the customers, serving many visitors
- Ensured proper food presentation and storage, Assisted with clean-up
- Monitoring the status of placed orders and encouraging the workers for faster preparation of orders
- Maintaining detailed records of served orders and collected cash
- Assisting the cashier in generation of the daily cash reports
- Answered/addressed customers' questions - Provides information concerning specifications, warranties, financing available, maintenance of merchandise and delivery options

- Maintained a cheerful, friendly attitude towards customers while correctly operating the cash register.
- Performed other duties as assigned my Manager.
- Address any customers concerns or complaints immediately and effectively with the help of management when needed.

ZAKRI UNITED LLC ,Salalah,Oman 2011april—2014august.

Restaurant supervisor

- Created restaurant procedures for manuals and training
- Maintained administrative functions - inventory, employee attendance and counseling.
- Resolved guest concerns and complaints in order to maintain a positive atmosphere
- Conducted quality control and monitored fresh product delivery
- Provided excellent customer service in a prompt and courteous manners
- Maintained contact with kitchen staff, management, serving staff and customers' concerns were addressed
- Supervised the overall performance of food service facility and kitchen operations
- Provided excellent customer service. Developed repeat business by establishing lasting relationships with guests.

BEEP PATH CASTING PVT LTD(KENZA TMT STEEL BARS) Palakkad october 2014 - 2021

ware house officer

- Achieving high levels of customer satisfaction through excellence in receiving identifying, dispatching and assuring quality of goods.
- Measuring and reporting the effectiveness of warehousing activities and employees performance.
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Manage 8 hourly employees on site
- Ensure proper record keeping for receipts, invoices, payroll, and maintenance at the operation
- Inventory control & Material management
- Oversee Mill Service Provider yard operations- Provide direction and maintain communication with Mill Services in all yard transactions by verifying yard movements, scale tickets, and invoices.
- Basic financial knowledge
- Coordinate and work with manager and workers for timely production of all jobs, maintenance of normal

inventory and development of new products

- Determines work procedures, prepares work schedules and expedites workflow

EDUCATION

DEGREE - B-COM - FROM CALICUT UNIVERCITY , CALICUT

PLUS TWO - 58% FROM CET COLLEGE, CALICUT

SSLC - 75% FROM JDT Islamic Higher Secondary School, CALICUT

LANGUAGES

Arabic,English, Hindi,Malayalam.

TECH STACK

- Basic computer knowledge
- Good computer skills (knowledge of MS Office, excel,various operating systems, and tally)