



ELDIN THOMAS

Contact

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Al Ghubaiba Bur Dubai - Dubai

Person details

Date of Birth : 14/03/1994
Passport Number : U5174704
Gender : Male
Nationality : Indian
Marital Status : Single

Skills

- Microsoft Office (Word, Excel, 100% Power Point)
- Good Communication Skill
- Flexibility
- Leadership skill
- Time Management
- Sincere and Punctual
- Constant Willingness to learn new things

Language

English, Hindi, Malayalam, Tamil, Kannada

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.

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 the growth of organization, Society and gains satisfaction thereof.

EDUCATION

Sardar Patel University	2018-
Bachelor of Business Administration	2021
70%	
Kerala State Board	2010-
Higher Secondary/HSC	2012
75%	
Kerala State Board	2010
SSLC	
85%	

EXPERIENCE

Kabani Indane Gas Service	01/08/2021-
OFFICE MANAGER	03/09/2022
• Overseeing general office operation • Greeting visitors, answering a high-volume of incoming phone calls • Coordinating appointments and meetings and managing staff calendars and schedules. • Producing reports, composing correspondence, and drafting new contracts • Advising on how to reduce costs and increase profits • Keeping a stock record • Deal with the complaints and queries of customers • Preparation of customer's paper works	
Business In Hotel Industry	2016-
ENTREPRENEUR	2017
• Adhering to all food safety regulations and quality control • Handling major roles like purchasing and management • Assisting and coordinating employees • Accounts Management	
Concentrix Daksh	2015-
PHONE BANKING OFFICER (AXIS BANK)	2016
• Deal with all complaints and queries and other related customer service issues • Attain sales target of loans and Emi • Sales of Credit card and Personal Loans	