

SALEEM AKTHAR K K

A self-motivated individual seeking an innovative and challenging position, which will maximize opportunities to implement my knowledge and full utilization of my skills, capabilities, thereby adding value to the organization and self.



PERSONAL INFO

- Location: Abu Dhabi, UAE
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- **UAE Driving License - 2789676**
- Height: 175 Cm | Weight: 69 Kg
- Languages: English | Hindi | Malayalam | Tamil

EXPERIENCE

Operation Manager at Teabook Restaurant & Cafes, Abu Dhabi
(March 2022 - Present):

- **Operational Excellence:** Seamlessly align operations with a customer-centric focus.
- **Team Leadership:** Motivate the team to sell experiences, not just products.
- **Customer Experience:** Exceed expectations with personalized service and recommendations.
- **Inventory Management:** Optimize stock based on sales trends for maximum customer satisfaction.
- **Financial Oversight:** Contribute to budgeting with insights from sales performance.
- **Quality Assurance:** Ensure ethical sales practices and prioritize customer satisfaction.
- **Strategic Planning:** Integrate sales strategies into growth initiatives for

purposeful expansion.

- **Problem-Solving:** Tackle challenges with a sales-oriented mindset, leveraging data for solutions.
- **Communication Skills:** Foster effective communication that actively listens to customer needs.

Coordinator at Kinship Foundation, Tirur, Kerala (Dec 2021 - March 2022):

Coordinating disability programs, adeptly communicating with residents and staff, collaborating with healthcare pros and external organizations, passionately advocating for residents, and managing resources efficiently

Volunteer Trainee at Care Palliative Centre, Thalakkad, Kerala (Sep 2021 - Nov 2021):

Offer support and comfort to patients while mastering its principles. Collaboration with the care team, coupled with empathy and compassion.

Internship – Oakwood Residence, Bangalore:

- **Hospitality Exposure:** Gain practical experience in the industry.
- **Customer Service Development:** Enhance customer service skills.
- **Operational Insights:** Understand day-to-day operations.
- **Team Collaboration:** Work with diverse hospitality teams.
- **Adaptability:** Handle various roles and responsibilities.
- **Networking:** Build professional connections.
- **Skill Enhancement:** Focus on developing relevant skills.

EDUCATION

- Oriental School of Hotel Management, Calicut University
(Bachelor of Hotel Management (BHM) – 2017 – 2021)
- CBHSS, Vallikkunnu, Kerala Govt
Higher secondary Education – Commerce (2015 – 2017)

SKILLS

Leadership | Customer Focus | Strategic Planning | Communication Skill |
Adaptable | Self-motivated | Stress management | Teamwork