

## **RESUME**

**IBRAHIM UNAIS C.H**

**SHARJAH, UAE**

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### **CAREER OBJECTIVES**

To be a part of a dynamic, creative and challenging working environment where my knowledge can be effectively utilized for meeting the organization's demand and simultaneously helping me to grow as an individual in my profession.

### **PROFESSIONAL PROFILE**

Dedicated, enthusiastic and organized leadership professional, with positive approach and sharp learning curve offering progressive experience in positions calling for excellent communication skills and independent decision-making abilities. Maintains a results-oriented approach to challenges.

### **WORK EXPERIENCE**

- Document controller at WASMI AL MADAM PLASTER TILES & PAINT CONT. (UAE).  
From 15/2/2020 to 19/3/2020 (**project aborted due to the COVID19 crisis**)
- Document controlling and Accounting experience in Qatar- LEMAX Electrical and Lighting  
(2 years , 2017-2019)
- Public relation officer (India)-2015-2016-(MARUTI AUTHORISED SERVICE CENTER)  
Indus motors kasaragod
- Sales Executive (India) 2014-2015--(MARUTI CO-DEALER) Indus Motors Kasaragod

**EDUCATIONAL & TECHNICAL QUALIFICATION**

COURSE	BOARD/UNIVERSITY	YEAR	AGGREGATE
BBA at P.C.A.S.C MUNNAD KASARAGOD	KANNUR UNIVERSITY	2011-14	-
PLUS TWO	KERALA STATE BOARD	2010-11	65%
S.S.L.C	KERALA STATE BOARD	2009-10	55%

**KNOWLEDGE IN COMPUTER HANDLING**

- Computer Application: MS Office (Word, Excel, Power Point, Outlook
- Others: Internet and E-mail Application, Tally software (Indian & foreign)

**LANGUAGE KNOWN:-**

LANGUAGES	REMARKS
ENGLISH	READ,WRITE,SPEAK
HINDI	READ,WRITE,SPEAK
MALAYALAM	READ,WRITE,SPEAK
TAMIL	SPEAK
ARABIC	READ,WRITE, SPEAK Little knowledge

**Nature of Work**

Responsible for Customer Service in the Division, Duties included Answering customer queries, giving informative Responsible for Customer Service in the Division, Duties

Provided excellent customer service to clients and customers from diverse ethnic and cultural backgrounds.

Co-ordinate incoming mail and faxes by relaying them to proper personnel. Generated repeat business through successful client follow up

## **PERSONAL HOBBIES**

☒ Travelling

☒ Meditation

☒ Playing cricket football etc.

## **PERSONAL PROFILE**

Date of birth	:	11-10-1993
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Personal Traits	:	Hard working, Punctuality, Self Confidence

## **PASSPORT DETAILS:-**

Passport number: - M1050511

Date of issue: - 14/08/2014

Date of Expiry: - 13/08/2024

Place of issue:- Kozhikode

## **VISA STATUS:-**

Type of visa: - Visit visa

Date of issue: - 19/08/2018

Visa expires: - 18/10/2018

## **PERMANENT ADDRESS**

IBRAHIM UNAIS C.H  
ANAKKAL (H)  
S/O HANEEFA C.H  
SANKARAMPADY (Po)  
Kasaragod, Kerala  
India - Pin: 671541

I hereby declare that the above-furnished information is correct and true to the best of my Knowledge and belief

**DATE:**

**PLACE:**

**Faithfully**  
**IBRAHIM UNAIS C H**