

SAJEEV CHANDRAN

Email: sajeevchandran2021@gmail.com

Mob: +971 544688372 (UAE)

**OBJECTIVE:**

Seeking a career in an institution where I can maximize my experience, skills research or supervise the managerial and operational skills for any industry. Willing to work in a position requiring innovative, challenging employment that will utilize my educational qualifications and offer advanced opportunity for career growth.

PERSONAL PROFILE

- ✓ Optimistic and confident about my abilities
- ✓ To be honest in every part of life
- ✓ Active listening
- ✓ Time Management
- ✓ Good decision maker & team player
- ✓ Excellent communication skills
- ✓ Self-learner
- ✓ Ability for a good presentation.
- ✓ Ability to work in group.
- ✓ Ability to take responsibilities and to work hard for it.
- ✓ Strong motivation to acquire new skills and to develop existing skills.

WORK EXPERIENCE:

- Worked with Beach Resort in Kerala (Trivandrum) from JAN2004 to JAN 2007 as Receptionist, Customer Service Executive.
- KHARAFI NATIONAL KUWAIT as Customer Service Executive cum Cashier, Supervisor cum sales in fueling Department from FEB-2007 to April-2011
- ADNOC Distribution (Abudhabi National Oil Company) in Abu Dhabi Presidential Flight as Customer Service Executive cum Cashier and Supervisor from May-2012 to Sep 2020.

JOB RESPONSIBILITIES HANDLED

- Customer Service
- Supervising at Retail Sales
- Sales and Marketing
- Accounts
- Document Controller
- Cashier

EDUCATIONAL QUALIFICATIONS

Name of the Course	Board/ University	Year
B.Com Commerce –Accounting	Kerala University	2003
VHSE Office Secretaryship	State Board	2000
SSLC	State Board	1998

COMPUTER PROFICIENCY

Document controller (approved by ACTVET)

Operating Systems : WINDOWS XP, WINDOWS VISTA, WINDOWS 7

IT Skills : MS WORD, MS EXCEL, MS POWERPOINT, OUTLOOK, ACCESS,
INTERNET & EMAIL

PERSONAL DETAILS:

Father name : M. Chandran (Late)

Mother Name : Sanatha Kumari

Wife Name : Anju SS

Occupation : House Wife

Daughter Name : Sreyna.S

Address (INDIA) : Kallupurambathu veedu
Punchakkari , Thiruvallam P.O.
Trivandrum-695027, Kerala, S. India

Contact No : 919496392819

Address (ABUDHABI): Murror Road, Near PARCO supermarket
Bakal medina Building 3-Floor

Date of Birth : 20/05/1983

Nationality : Indian

Marital status : Married

Language Efficiency : English, Malayalam,Tamil, Hindi, Arabic

Hobbies & Interests : Listen to music, Travelling, Films

Passport Details

Passport No : M9767170

Date of Issue : 04/06/2015

Date of Expiry : 03/06/2025

Place of Issue : Thiruvananthapuram

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : 18/12/2021

Place : Abu Dhabi

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