

Shanid P.P

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CAREER OBJECTIVE:

Looking for a suitable position in Sales, Admin and Operation with a reputed organization where I can Utilize and strengthen my knowledge & skills while contributing towards fulfillment of the company's objective and goals

PROFESSIONAL EXPERIENCE

- ❖ F&B Operation in charge
Cafe Club Restaurant, Talipparamba, Kerala, India
January 2020 to till date

Responsibilities

- Served various meals and beverages, ensuring the restaurant standards are met.
 - Assisted customers with food selection, inquiries, and order customization requests
 - Manage restaurants scheduling, seats and ensure customer satisfaction.
 - Handling Petty Cash, purchases for restaurants.
 - Attending Phone calls and take delivery orders
 - Resolving customer related issues and complaints
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- ❖ Administrative Assistant
Al Ward Al Abyad Technical Services, Dubai, U. A.E
March 2019 to Aug 2019

Responsibilities:

- Assisting Daily Administrative Task and Accounting Support
- Prepare and record Job Order, Job Approval and Summary
- Opening Job order and maintaining till billing
- Preparing Staff Overtime and food allowance
- Maintain Stock of spare parts and warranty in excel and control its distribution related to job order.
- Maintaining stock of Tools and control issuance to staff
- Develop and maintain filing system, order office supplies

❖ Sales Assistant

Benzo Ready Made Shop, Kannur, Kerala, India

ROSE - Fancy & Footwear Pvt. Ltd. (Whole Sale & Retail)

Year 2016 to 2018

- Maintained, organized presentable merchandise to drive continuous sales.
- Assisting Customers with finding alternative merchandise to meet needs.
- Organized racks and shelves to maintain store visual appeal,
- Encourage customers and promote specific merchandise.

EDUCATION QUALIFICATION

Board/University/Institute

Bachelor of Commerce	: Year 2017	Annamalai University (pending)
Plus Two	: Year 2013	Kerala State Education Board
SSLC	: Year 2011	Kerala State Education Board

Other Skills

Type Writing : Certified in Arabic and English Type Writing Kerala Government

: MS-DOS, WINDOWS

: MS-Office –Word, Excel & Power Point

LANGUAGES KNOWN

English, Malayalam, Hindi & Arabic (Read & Write)

PERSONAL STRENGTHS

Efficient Management of time and task
Punctuality and Honest
Quick learning

PERSONAL DETAILS

Father Name	: Moideen TV
Date of birth	: 09-07-1993
Nationality	: Indian
Passport Number	: M8318050

Declaration:

I hereby declare that the above stated information is true to the best of my knowledge and belief.

Date: 18-04-2022

Shanid Padinhare Parambile

Place: Dubai