



WAFANAYAKKAN



971 56 277 3206



Wafasharif123@gmail.com



Dubai, UAE

Marital Status: **SINGLE**
Visa: **SPONSORED VISA**

LANGUAGE

ENGLISH ■ ■ ■ ■

MALAYALAM ■ ■ ■ ■

HINDI ■ ■ ■ ■



PROFILE

Confident, self-motivated and goal oriented and is able to work under pressure. Looking forward to utilize my intellectual and technical skills in an environment that fosters mutual growth.



EDUCATION

NEW INDIAN MODEL SCHOOL, SHJ, UAE-
Higher Secondary (GPA 84.8%) - (2020)
Majoring in Commerce and Business Studies.



EXPERIENCE

Customer Service Cum Logistics – Clearance, Dubai (Oct 2020- April 2021)

- Management of online sales portal and orders.
- Tending to customer inquiries and orders.
- Ensuring and planning the safe and timely pick-up and delivery of shipments.
- Revising, preparing, and directing the purchase order.
- Forming and managing inventory, storage, and transportation.

Customer Service -High Class Trading, Sharjah (April 2020- Sep 2020)

- Managing email correspondence and document filing.
- Ensuring timely response to customer orders, and complaints.
- Resolving customer complaints through phone calls, email correspondences, and social media.
- Dealing with customer inquiries and recording customer feedback.



SKILLS

Coordination	<div><div></div></div>
MS Office	<div><div></div></div>
Time Management	<div><div></div></div>
Adaptability	<div><div></div></div>
Problem Solving	<div><div></div></div>