



## MALIK AZRATH A

### PERSONAL SUMMARY

Data of birth :29-10-1996

Nationality:Indian

Passport :P4619994

Visa type:Employment visa

Availability :Immediately

### CORE SKILLS

\*Several language skills:  
able to speak, write and read  
English, Arabic, Hindi & Malayalam.  
And have the ability to understand  
Tamil, Kannada.

\*Computer knowledge including  
Tally, MS office , Photoshop  
& Illustrator

\*flexible approach to job

\*Dealings of inventory & invoices

\*Effective customer dealings

\*able to work any time if required

\*critical thinking

leadership

### CONTACT DETAILS

phone: +971589966046

Email: malikazrath4444@gmail  
.com



### OBJECTIVE

To obtain in an organization where i can use my skills to benefit and enrich my knowledge, gain more responsibility & experience. As well as the part of a team that works with safety as priority without losing focus on quality & accuracy.



### ACADEMIC HISTORY

#### UNIVERSITY OF CALICUT

Bachelor of commerce

#### MGM HSS ENGAPUZHA

Commerce | 2014-2016

minor | computer Applications



### WORK HISTORY

#### BAKEMART LLC | - present

Now working in Bakemart LLC dubai.

1 year in production until February 2018-2019

Then changed post as salesman in health department in Bakemart LLC because of language skills.

Until now in sales.

#### Duties & Responsibilities

\*Package Baked Goods. When customers order cookies, cakes, or bread

\*Maintain a Clean Work Environment.

-Count and Inspect Products.

\*Assist Head Baker.

\*Production of items by machines and special items by hand

\*Working on several sections as

Pastry, Croissants, Bread belongs to the order form

\*Packing of baked products

\*Cleaning process as per Hygiene of working tables and area.

## **1 YEAR EXPERIENCE AS A SALESMAN IN Calicut, India**

### **Duties&Responsibilities**

- \*Promote and sell product/service using solid arguments to existing &prospective customers**
- \*Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.**
- \*Establish, develop&maintain positive business &customer relationships.**
- \*Reach out to customer leads through cold calling.**
- \*Expedite the resolution of customer problems and complaints to maximize satisfaction.**

## **1 YEAR EXPERIENCE AS BILLING SUPERVISOR IN CAPITAL RESIDENCY Wayanad, India.**

## **7 MONTHS EXPERIENCE AS A BILLING SUPERVISOR IN KOLVA KINARA RESORT HOTEL Goa, India.**

### **Duties&Responsibilities**

- \*Reconciles billing with the account received ledger**
- \*Monitors the billing matrices database**
- \*Identifies of simplification and automatiom opportunities**
- \*Manages and ensures complainces with contol objectives.**
- \*Supports internal&external auditor's**
- \*Update billing policies, procedures, methods &guidelines.**
- \*Communicate with management on day-day issues to improve office collections, communicate issues and implement ideas auditing of assigned**
- \*Ensure compliance with company policies and state and federal regulatory bodies.**