**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**

* Hotel managing and controlling experience in India
* Freelance marketing & contracting experience in Qatar
* Accounts and purchase experience in Qatar- LEMAX Lights and Electricals
* Interior and exterior designing contracting work experience in India
* 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 | KANNUR UNIVERSITY | 2011-14 | 60% |
| KASARAGOD |  |  |  |
| 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

͏ Medication

͏ 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 |
|  |  |  |

**VISA STATUS:-**

Type of visa: - Visit visa

Date of issue: - 19/08/2018

Visa expires: - 18/10/2018

**PASSPORT DETAILS**:-

Passport number: - M1050511

Date of issue: - 14/08/2014

Date of Expiry: - 13/08/2024

Place of issue:- Kozhikode

**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: Faithfully**

**PLACE: IBRAHIM UNAIS C H**