



ALAN KOSHY
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CURRICULUM VITAE

Having extensive knowledge in Counter Staff, Administration and Customer Service.

Key Attributes:

- Excellent communication and organizational skills
- Customer – Relationship – Oriented
- Interact efficiently with other people
- High proficiency in English
- Good time management
- Proficient in MS Office tools
- Confident in own capabilities

About me:

Looking for a career change. A challenging job that explores my talent within me and passion towards achieving goals along with maintaining good professional relation.

Area of Expertise:

- Customer Service
- Administration
- Staffing & Recruitment

Educational Qualification

Bachelors in Commerce (B.Com)

Himalaya Garhwal University – India

2018 - 2021

Work Experiences:

Admin / Indoor Sales

Ramsis Bookshop – Abu Dhabi, U.A.E.

Jan 2015 to Jan 2017

Admin Job Responsibilities:

- Be thorough and pay attention to detail
- Able to work well with others
- Able to work on your own
- Sensitivity and understanding



- Flexible and open to change
- Excellent verbal communication skills
- Customer service skills
- Able to use a computer and the main software packages competently

Indoor Sales Job Responsibilities:

- Communicating with customers.
- Making outbound calls to potential customers.
- Developing new leads.
- Creating and maintaining customer database.
- Understanding customer needs.
- Explaining product features and benefits.
- Closing sales and achieving quotas.

Operator (Digital Print) **The Student Center (Posta Plus) – Kuwait** **Sept 2012 to Dec 2014**



Job Responsibilities:

- Point of Sale (PoS).
- Operate and maintain digital print equipment in order to produce a wide variety of print jobs.
- Operate a PC, binding equipment, and labeling equipment
- Operate punching, cutting, collating, stapling, padding, and folding machines.
- Download and manipulate customer files through a variety of applications including Microsoft Office.
- Make equipment and computer interface adjustments required to run various sizes, weights of paper stock, and impose layout structure
- Handle equipment problems and maintenance
- Make minor machine repairs
- Place equipment service calls and interact with service providers
- Meet productivity and quality standards established by management
- Maintain records of work performed; perform basic arithmetic calculations
- Work under pressure to produce quality work and meet committed deadlines and establish and maintain effective working relationships with management and coworkers.

Executive Secretary **Al Ahlia Contracting Group - Kuwait** **24th Oct 2009 to 16 Dec 2009**



Job Responsibilities:

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.

- Arranges travel and accommodations for executives.
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs other related duties as assigned.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

CTP Operator
Century Printing Press LLC – Dubai, U.A.E.
May 2017 to present



Job Descriptions:

- Good PC and Mac skills.
- Good math skills.
- Ability to maintain a high degree of quality in a fast-paced production environment.
- Good organizational and file management skills.
- Good troubleshooting skills
- Requires ability to concentrate in a production (noisy) environment - subject to frequent interruptions
- Ability to comprehend and follow detailed written and verbal instructions
- Excellent communication skills.
- Ability to multi-task
- Initiative to work self-directed with minimal supervision and in a team and cooperative environment
- Detailed oriented

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Manage plate schedules
- Impose files to binder's templates
- Record data collection and output
- Inspect plates for quality
- Transport plates to presses load and verify plates in auto loader
- Maintain processors and chemistry changes.
- Remove trash, keep work area organized and clean.
- Other duties as needed

Languages:

English, Hindi, Malayalam, Tamil & Arabic

Personal Details:

Name : Alan Kuruvilla Koshy
Date of Birth : 26 June 1985
Religion : Christian
Nationality : Indian
Passport # : L3820318

Hobbies:

- Building websites (WordPress websites).
- Walking Long Distances.
- Reading Books with topics of autobiography and self-improvements.
- Connecting Social Connections through Internations, Meetups, etc.

REFERENCES UPON REQUEST