

NUHMAN POTHUVATH

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Al Samha West, Abu Dhabi, UAE.



PROFILE SUMMARY: -

Graduate in commerce, motivational and vigorous in sales attendant with 3+ years of excellent customer service experience and 2+ years experience in Admin assist, seeking a position to utilize my skills and abilities in the industry that offers Professional Growth.

WORK EXPERIENCE: -



ZPMC Middle East Khalifa Port – Abu Dhabi, UAE.

Technical Department – JAN 2020 TO Present

Duties and Responsibilities: -

- Overseeing clerical tasks such as data entry, filing, sorting and sending mail, etc.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Ensuring the office runs smoothly.
- Scheduling technical staff's duty shifts.
- Arranging meetings and sending meeting invites to attendees.
- Manage cash/bank transactions.



Adnoc Distribution – Abu Dhabi, UAE.

Sales attendant – AUG 2016 – JUL 2019

Duties and Responsibilities: -

- Performing Basic Admin tasks such as filing, data entry, mailing Etc..
- Deal GCC currencies and Dollar and Euro.
- Provide service requested by customers.
- Ask assistance for other services.
- Manage cash/bank transactions through payment terminal.
- Resolve customer complaints and queries.

KEY SKILLS: -

- Customer centricity.
- Adaptability
- Cash handling
- Communication
- Quick in decision making
- Teamwork
- Problem solving
- Friendly
- Can work under pressure
- Active listening

STRENGTHS: -

- Experienced in negotiating with different nationalities.
- Diligent and highly responsible.
- Able to work flexible shifts.
- Willing to travel and relocate.

LANGUAGE COMPETENCY: -

- Malayalam
- English
- Arabic
- Hindi
- Tamil

ACADEMIC QUALIFICATIONS: -

- **Bachelor of Commerce - 2015**
(From Sree Raghavendra Institute, Karnataka)
- **Higher Secondary - Commerce - 2012**
(From Board of Higher Secondary Education- Gov't of Kerala)
- **Diploma in Financial Accounting**
(From ISIT IT Campus –Kerala, India)

CERTIFICATES And SOFTWARE SKILLS: -

- ❖ **MS word**
- ❖ **Excel**
- ❖ **Power point**
- ❖ **Tally ERP 9**
- ❖ **Valid UAE Driving License**

PERSONAL DETAILS: -

Gender	:	Male
Date of Birth	:	14-09-1994
Nationality	:	Indian
Passport No	:	M8113080
Visa status	:	Employment Visa

DECLARATION: -

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place: Abu Dhabi.

Nuhman.P

