

# FADALUDHEEN.KM



## Contact

**Address:**

DUBAI UAE

**Phone: 0501342463**

India +917356447285

**Email:**

fadalukm0@gmail.com

Visa status: Visit visa

## Languages

- English
- Hindi
- Arabic
- Malayalam

## Personal data:

- Date Of Birth : 10/5/1985
- Nationality : Indian
- Gender : Male
- Marital Status : Married

## Passport Details

- Passport No : N4762367
- Place of issue : Cochin
- Date Of Issue : 26/11/2015
- Date Of Expire: 25/11/2025

## COMPUTER INFORMATION

- Microsoft Word,
- Excel
- Outlook,
- Tally

## Summary

A hardworking, self-motivated and responsible individual with outgoing personality and good communication skill. An individual who adapts well to new situations. Also enjoys meeting new challenges and seeing them through to completion.

## Skill

- Friendly and positive attitude.
- Excellent customer service.
- Excellent communication skills
- Ability to make change.
- Basic math skills.
- Attention to detail

## Experience

- **TYPIST (ONTIME GOVERNMENT SERVICES) AT DUBAI 1 YEAR.**
- **CASHIER CUM TYPIST IN AMER (AL NAHDA CENTRE) AT DUBAI UAE 2 YEARS**
- **MONEY TELLER IN LAKHOOS MONEY EXCHANGE AT MUSCAT OMAN 3 YEARS**

## Duties And Responsibilities

- Public relation works.
- TASHEEL, AMER, GDRFA, EMIRATES ID, MEDICAL Related works.
- Arabic and English Typing (letters, quotations and forms)
- Balancing the cash inventory on a daily basis.
- Handing cash and credit transactions at cash registers.
- Cashier - Balance out the cash and final receipts: At shift start, verify cash drawer; at end of shift, reconcile cash drawer with receipts.

## Education

Higher secondary Education held in Kerala state board since 2005.

Bachelor of Commerce of board held in Calicut university.

## DECLARATION

I hereby declare that the above mention information is correct up my knowledge and I bear the responsibility for the above mentioned particulars.

Fadaludheen km