

MD.MAIDEEN ABDUL KADHAR

Operations assistant

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UAE Dubai



EXPERIENCE

Operation coordinator

Easy lease motorcycle rental

2021 - 2023 UAE Abu Dhabi

- Paid attention to details while completing assignments.
- Tracking and keep record of stock, inventory.
- Responsible for inventory count physical and systematic.
- Assist customers through telecommunications.
- Attend walking customers for provide vehicle and clear issue.
- Worked flexible hours across night, Weekend and holiday shifts.
- Demonstrated strong organizational and time management skills while multiple tasks.
- Demonstrated creativity and resourcefulness through the development of innovative solutions.

Office Assistant

Dollar rent a car

2014 - 2021 UAE Dubai

- Customers and staffs data updates in police system.
- Keep maintain original spare key and original registration card of vehicle.
- Verified data files prior to entry to maintain high data accuracy.
- Completed data entry tasks with accuracy and efficiency.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Scanned documents and saved in databases to keep records of essential organizational information.

Front Desk Agent

Di naina restoran

2011 - 2013 Ipoh Malaysia

- Maintained organized and orderly front end and removed carts baskets and debris
- Approached every question or concern with calm and level headed approach
- Assist customers complete purchases., locate items, and join reward program

EDUCATION

Diploma in instrumentation and control engineering

ADJ DHARMAMBAL POLYTECHNIC COLLEGE

2006 - 2009

LANGUAGES

English

Advanced



Hindi

Advanced



Malay

Intermediate



Malayalam

Advanced



Tamil

Native



SKILLS

Administrative support

Event planning and coordination

Calendar management

Travel coordination

Purchasing

Telecommunications

Customers service