

CURRICULUM VITAE

SULFIKAR.T. S

Dubai – U.A.E.

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CAREER OBJECTIVE:

Good People Management and effective decision-making skills, Good interpersonal skills with the ability to multi-task, Ability to overcome barriers and find solutions, Good analytical and reasoning Skills, Willingness to share idea, Strong Control focus, Operate in an environment with the utmost professionalism, Strong team player, Strong communication and language skills, Great under pressure.

EXPERIENCE DETAILS:

Company Name : **Delta trading center LLC – Dubai – U.A.E**
Designation : **Data entry operator**
Period : **2021 to till date**

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners
- Proficient typing and transcription.
- Computer and technical skills (including software knowledge)
- Organizational and time management abilities.
- Administrative skills.
- Communication (written and verbal)
- Customer service skills.
- Accuracy and attention to detail and Multi-tasking

Company Name : **Coffee Baskets – Saudi Arabia**
Designation : **Sales executive**
Period : **2018 to 2020**

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- negotiating contracts and packages

Company Name : **Muthoot Fin Corp – Kerala - India**
Designation : **Relationship officer**
Period : **2017 to 2018**

- Proficient with computer spreadsheets and Microsoft Office products.
- Excellent written and oral communication abilities.
- Strong negotiation skills.
- Superior problem-solving skills in business and everyday situations.

Company Name : **Carnival Cinemas – Kerala - India**
Designation : **customer service executives**
Period : **2016 to 2017**

- Managing a team of representatives offering customer support.
- Overseeing the customer service process.
- Resolving customer complaints brought to your attention.
- Creating policies and procedures.
- Planning the training and standardization of service delivery.

COMPUTER KNOWLEDGE

- MS word
- Excel
- Spread sheet

EDUCATIONAL QUALIFICATION:

- ✓ **B.COM (TRAVEL & TOURISUM) (COURSE COMPLETED)**
- ✓ **PLUS, TWO**
- ✓ **SSLC**

PERSONAL DETAILS:

Date of birth : **20/03/1995**
Sex : **Male**
Father's Name : **Shamsudheen**
Marital Status : **Single**
Nationality : **Indian**
Religion and Caste : **Islam, Muslim**
Passport Date of Expiry : **28/06/2026**

LANGUAGES KNOWN

- **English**
- **Malayalam**
- **Hindi,**
- **Arabic.**

DECLARATION:

I, hereby declare that the above-furnished information is true to the best of my Knowledge and belief

SULFIKAR.T.S