



Makbool Thelappurath

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0503160693

Deira, Dubai, United Arab Emirates

Short and engaging pitch about yourself.

EDUCATION

Bachelor of Commerce with Computer Application

Kannur University , Kerala, India

06/2015 - 06/2018

PLUS TWO (Commerce)

Board of Higher Secondary Examination, Kerala , India

06/2013 - 06/2015

SSLC

Board of Public Examination , Kerala, India

06/2012 - 06/2013

WORK EXPERIENCE

Customer Service Execcutive cum Cashier

Bistro Hub Restaurant , Kerala

09/2021 - 04/2022

Achievements/Tasks

- Answering to the query of customers, Ensure the customers needs are met with highly flexible customer service skills ,Monitoring cash flow on daily basis , Maintain Record of Inventory , Dealing with Banks and Corporates.

Management Trainee

Unimoni Financial Services Limited , Kerala

03/2021 - 07/2021

Achievements/Tasks

- Dealing with Foreign Currency Exchange , Introducing Health insurance plans to customers , Gold Loan services

Accounts Administrator cum Logistics Assistant

Shadowfax Technologies Limited , Kerala

10/2018 - 09/2019

Achievements/Tasks

- Attending calls and reply to enquiries through calls and Emails , Receiving and sending of packages , Barcode Reading , Quality Check, Tracking of items , Maintain the list of activities on daily basis.

SKILLS

Management

Customer Service

Accounts

Communications

Marketing

Sales

PERSONAL INFORMATION

Nationality : Indian

Passport No. P5869010

Date Of Birth : 19-10-1996

Visa Status : Long Term Tourist Visa

CERTIFICATES

Certified Financial Planner

Microsoft & Internet Application

LANGUAGES

English
Full Professional Proficiency

Hindi
Professional Working Proficiency

Arabic
Limited Working Proficiency

Malayalam
Native or Bilingual Proficiency

DECLARATION

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

Yours Sincerely,
Makbool Thelappurath