



## ZAINUL ABID VKP

 Dubai UAE

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### SKILLS SUMMARY

- Strong written and oral Communication skills.
- Quick learning skill
- Ability to work under pressure
- Ability to Multi-Task in a fast Paced environment
- Skilled and Experienced in Customer services

### LANGUAGES

- English
- Hindi
- Malayalam
- Urdu

### PROFESSIONAL SUMMARY

A position with an organization where I can utilize the best of my skills and abilities that fit to my education. Skills and experience a place where I am encouraged and permitted to be an active participant as well vital contribute on development of the company.

### WORK EXPERIENCES

**Branch and Warehouse In charge** Kerala, India  
**Sulfex Mattress Company** May 2021-Feb 2024

#### Duties and responsibilities

- Handling the sales and promotions
- Sales executive and Marketing in charge
- Promoting the Company's existing brands
- Introducing new product to the market
- operating machinery, such as forklifts and pickers, and ensuring it is in working order.
- liaising with transport companies, suppliers and clients.
- ensuring that quality objectives and delivery deadlines are met.
- managing budgets.
- administering stock control.

**Gym Attendant/Receptionist** Kerala, India  
**Faeka Indore academy** Feb 2019-Apr 2021

#### Duties and responsibilities

- Greeting and checking in members and guests.
- Answering phone inquiries and providing customer service.
- Scheduling appointments and classes.
- Processing payments and maintaining accurate records.
- Assisting with membership sales and renewals.

**Office Clerk and Warehouse In charge** Riyadh, KSA  
**Dar Al Fursan Trading EST** Mar 2010-Oct 2012

#### Duties and responsibilities

- Organizing and maintaining files and records, ensuring they remain updated and are easily accessible
- Answering the phone, taking messages or redirecting calls to appropriate offices
- operating machinery, such as forklifts and pickers, and ensuring it is in working order.
- liaising with transport companies, suppliers and clients.
- ensuring that quality objectives and delivery deadlines are met.
- managing budgets.
- administering stock control.

**Technical/Hangar Assistant** Abu Dhabi, UAE  
**Abu Dhabi Aviation** Aug 2007-Aug 2009

#### Duties and responsibilities

- General Maintenance and cleanliness of hangar facility
- Inspection and completion of routine hangar and facility check lists
- Driving duties involving collections and deliveries
- Moving aircraft in and out of hangar as required
- Inspection, preventive maintenance on vehicles, support equipment and special tools
- Support to aircraft maintenance activities as required
- Assists office staff with moving equipment, capital inventory and surplus property removal
- Operates motor vehicles, aviation support vehicles and equipment in and around aircraft hangar and on airport ramp

## PERSONAL DETAILS

**Gender** : Male  
**Marital status** : Married  
**Religion** : Muslim  
**Nationality** : Indian  
**DOB** : 30/05/1985

## COMPUTER LIERACY

- MS. Office, Desk top publishing (DTP), networking

## EDUCATIONAL HISTORY

- Higher Secondary Course.
- Secondary School Leaving Certificate SSLC.

## PROJECTS AND TRAININGS

- Received training in hangar safety
- Knowledge of aircraft parts and operations
- Experience with aircraft lubes and corrosion prevention maintenance
- Advanced interpersonal and communication skills
- Capable to work under pressure
- Experience with aircraft tow operations
- Experience with all common hand tools
- Quick Learner
- Self-Motivated & capable of working alone or in a team environment.
- Ability to organize, take and relay message with confidence

## DECLARATION

I hereby declare that the above-mentioned details are true to my knowledge and I'll be held responsible for any corrections