

# ALAVARTHEEN



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📍 UAE

📄 PASSPORT - M9532283

🕒 VISIT VISA - expire on ( 20-07-2023 )

## Education

**BBM**  
**MS UNIVERSITY**  
**04/2009 - 03/2011 NAGERCOIL, INDIA**

HSC  
STATE BOARD  
2009 | NAGERCOIL, INDIA

## Languages

- ENGLISH
- MALAYALAM
- TAMIL

## PERSONAL DETAILS

**DOB** : 30 -07-1991

**NATIONALITY** : INDIAN

**MARITAL STATUS** : MARRIED

**RELIGION** : ISLAM

## Profile

- Over 4 years of experience in administration and supply chain management. BBM graduate with a proven track record in administration management, marketing, Operations, strategic alliance, and customer relations.
- Experienced professional with strong leadership and relationship-building skills.

## Professional Experience

### Customer Service Executive

NUAIMIA FITNESS CLUB

12-2021 – 03-2023 | AJMAN, UAE

- Organizing the office and assisting associates to optimize processes
- Sorting and distributing communications in a timely manner
- Create and update records ensuring the accuracy and validity of information
- Monitor the level of supplies and handle shortages.
- Answer queries by employees and clients

### Operations Member Relation

ESAF SMALL FINANCE BANK

04-2018 – 05-2021 | TAMILNADU, INDIA

- Managing Customer Expectations
- Identifying new business in markets
- Recording daily Customer Transaction
- Solving the customer Queries

### Customer Service Executive

Muthoot Fincorp Pvt Ltd, India

01-2016 – 06-2017 | TAMILNADU, INDIA

- Verifying & filling all related documents attributes to Gold Loans till the finalization of the procedure
- Handling cash transactions day today.
- Forex Exchange

## Skills

- MS - OFFICE
- TYPING ( 50 wpm )
- E-MAILING