



CONTACT

📍 DUBAI

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Visa Status: Visiting Visa

STRENGTHS

- SEVEN YEARS OF EXPERIENCE IN DUBAI EXCELLENT
- ORGANIZATIONAL & COORDINATION SKILLS HARD WORKING DEDICATED.RESULT ORIENTED
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- STRONG WORK ETHICS
- WELL KNOWN ABOUT OFFICE WORK

LANGUAGES

- MALAYALAM
- ENGLISH
- HINDI

SHIJU KODAKKAL

PROFESSIONAL SUMMARY

PROFESSIONAL EXPERIENCE

INNOVATIVE & CREATIVE TECHNICAL SERVICES LLC IN DUBAI
JUNE-2018-JANUARY-2023 DESIGNATION - Office & SITE SECRETARY

ORION VENTURE TECHNICAL SERVICES LLC IN DUBAI
JANUARY - 2016-JANUARY -2017

DESIGNATION- CLIENT SERVICE CLERK

TO SECURE A POSITION WHERE I CAN EFFICIENTLY CONTRIBUTE MY SKILLS AND ABILITIES TO THE GROWTH OF THE ORGANIZATION AND BUILD MY PROFESSIONAL CAREER AND WHERE I CAN ACCEPT NEW CHALLENGES AND EFFECTIVELY UTILIZE MY SKILLS AND POTENTIALS FOR THE BENEFIT OF THE ORGANIZATION.

SKILLS

- EXCELLENT ATTENTION TO DETAIL AND ABILITY TO BE HIGHLY ACCURATE. EXCELLENT
- COMMUNICATION AND INTERPERSONAL SKILLS, ABILITY TO BUILD STRONG PROFESSIONAL RELATIONSHIPS STRONG COMMUNICATION SKILLS:
- ABLE TO PROFESSIONALLY AND EFFICIENTLY COMMUNICATE ACROSS DEPARTMENTS
- WELL KNOWN ABOUT OFFICE WORK WITH EXCELLENT KNOWLEDGE IN EXCEL AND WORD WITH GOOD ORGANIZATIONAL SKILLS.
- GOOD INTERPERSONAL SKILLS WITH STRONG CUSTOMER SERVICE ORIENTATION.
- ABILITY TO INTERACT WITH ALL LEVELS OF MANAGEMENT. GOOD ATTENTION TO DETAIL WITH GOOD ANALYTICAL SKILLS.
- ABILITY TO EFFECTIVELY COMMUNICATE TELEPHONICALLY. ABILITY TO INFLUENCE AND SEEN AS A TEAM PLAYER. STRONG INTERPERSONAL SKILLS
- KNOWLEDGEABLE IN ORDER ENTRY WITH EXCELLENT KEYBOARD SKILLS
- DETAIL ORIENTED, HIGHLY MOTIVATED AND ABLE TO WORK IN CROSS-FUNCTIONAL TEAMS
- ABILITY TO QUICKLY ACQUIRE SOUND KNOWLEDGE OF COMPANY PRODUCTS AND SERVICES.

ADDITIONAL INFORMATION

NATIONALITY : INDIAN

STATE : KERALA

EDUCATION

DIPLOMA IN INDIAN & FOREIGN ACCOUNTING(LEVEL-03)
INTERNATIONAL ASSOCIATION OF BOOK KEEPERS UNITED KINGDOM
PROVIDED BY GLOSOFT TECHNOLOGIES PVT.LTD

BACHELOR OF ARTS: ECONOMICS,
04/2009 KANNUR UNIVERSITY

KERALA PLUS TWO FROM BOARD OF HIGHER SECONDARY EDUCATION, KERALA IN 2006

SSLC FROM BOARD OF PUBLIC EXAMINATION , KERALA IN 2004

WORK HISTORY

Office & SITE SECRETARY

06/2018 - 01/2023

INNOVATIVE&CREATIVE TECHNICAL SERVICES LLC,DUBAI

- BUDGETS MAINTAINING STATISTICAL AND FINANCIAL RECORDS SUPERVISING ENGINEERING AND TECHNICAL STAFF PRESENT COUNSELED STAFF ON PROPER HANDLING AND DISPOSAL TECHNIQUES FOR RAW MATERIALS AND WASTE PRODUCTS MAINTAINED ALL OFFICE FILES, BOTH ELECTRONIC AND HARD COPIES. AN EXCELLENT RELATIONSHIP WITH CUSTOMER AND PROVIDED EXCEPTIONAL SERVICE TO ENSURE CUSTOMER SATISFACTION
- MAINTAINED DETAILED ADMINISTRATIVE AND PROCEDURAL PROCESSES TO IMPROVE ACCURACY AND EFFICIENCY

CLIENT SERVICE CLERK 01/2016- 12/2017

ORION VENTURE TECHNICAL SERVICES LLC, DUBAI

- ORGANIZING A TIMELY RESPONSE TO WRITTEN ORDERS, INCLUDING ORDER CONFIRMATION, PRODUCT AVAILABILITY, INVOICING CUSTOMER SPECIFIC PROCEDURES.
- LIAISING CLOSELY WITH DEALERS/END-USERS. KEEPING CONTROL OF DEALER AGREEMENTS AND UPDATE AS NECESSARY.
- FOLLOW UP CHANGES IN SPECIFICATIONS AND STRUCTURE OF ORDERS

DECLARATION

I HEREBY DECLARE ALL THE ABOVE DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF