



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
-
- STRONG WORK ETHICS
- WELL KNOWN ABOUT OFFICE WORK

LANGUAGES

- 📖 MALAYALAM
- 📖 ENGLISH
- 📖 HINDI

SHIJU KODAKKAL

PROFESSIONAL SUMMARY PROFESIONAL EXPERIENCE

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

ORION VENTURE TECHNICAL SERVICES LLC IN DUBAI
JANURY - 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 OFARTS: 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