



CUSTOMER SERVICE

ABDUL SALAM KHAN

Seeking a challenging position where I can utilize my two years of experience as a warehouse coordinator and receptionist(Part Time) to deliver top-notch service. I aim to contribute effectively to the company's growth by leveraging my skilled expertise and dedication to excellence

CONTACT

- +971 566911494
- salank007@gmail.com
- Sharjah

SKILLS

- Problem Solving Skills
- Critical thinking Skills
- Flexibility & Creativity
- Interpersonal
- Communication Skills
- Quick Learner and Adaptive
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Internet Research
- Social Media

LANGUAGES KNOWN

- ENGLISH
- KANNADA
- HINDI
- URDU

ADDITIONAL

- Nationality : INDIAN**
Visa Status : Visiting Visa
Visa Expiry Date : 8/7/2024
Joining Status : Immediate Joiner
Notice Period : Immediate

EXPERIENCE

WAREHOUSE COORDINATOR

Menzies Aviation,Bangalore

2021 - 2023

- Managed day-to-day warehouse operations, including inventory management, order fulfillment, and shipping/receiving processes.
- Implemented efficient warehouse procedures to streamline workflow and improve productivity.
- Collaborated with team members to ensure adherence to standard operating procedures (SOPs) for order processing, inventory accuracy, and safety protocols.
- Conducted regular audits and inspections to maintain quality control and compliance with company standards.

RECEPTIONIST (PART TIME)

Gateway Inn Hotel,Bangalore

2021- 2023

- Managed front desk operations, including greeting guests, answering phone calls, and handling inquiries in a professional and courteous manner.
- Checked guests in and out of the hotel, processed payments, and managed room reservations using the hotel's booking system..

EDUCATION

2018- 2021

MANGLORE UNIVERSITY

B.com with Aviation and Hospitality management

2015- 2017

KARNATAKA PRE- UNIVERSITY

PCMC- Physics, Chemistry, Mathematics, Computer Science