

To

Respected Sir/ Madam,

I would like to apply for the any suitable vacancy in your firm. I am working as a Rental Reservation Executive with M/s. Avis Rent a Car, Dubai, U.A.E. I keenly look for a suitable position in your firm so that I can enhance my personal skill and experience into work.

I have more than 20 years of U.A.E experience as working with Purchase and Sales Department of prestigious group. I am a graduate in B. Com from Calicut University, India.

I have a near native command on English both oral and verbal with thorough computer knowledge. Attached herewith is my detailed CV for your kind perusal and I will be available for an interview with prior information. And if I am considered, I can assure my sincere and efficient work to your firm.

Thanking You,

Yours wistfully,  
Musadik P.A.

## RESUME



**MUSADIK.P.A.**

Ph: 052-5837603

E-Mail: [pamusadik@gmail.com](mailto:pamusadik@gmail.com)

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### Objective

Seeking Suitable assignments with a growth-oriented organization for the career growth  
As well as organizational growth and urge to learn and add value to the organisation

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### Snapshot

- **Graduation in Commerce. (B Com),**
- **Holding Valid UAE Driving Licence,**
- Over 12 years experience in Sales and Purchase,
- Over 1 year experience in Data Entry,
- Worked with a reputed retail MNC in Middle East,
- knowledge in SAP, Oracle, Car Pro
- Knowledge in Ms Word, Excel etc.
- Over 7 years' experience in Customer Service

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### Professional Experience

**Rental Reservation Executive**  
**Avis Rent a Car, Dubai. U.A.E**

**Since June 2013**

Attending all official calls.  
Creating reservations for local and international customers

**Rental Sales Agent**  
**AVIS Rent a Car, Dubai, U.A.E**

**Since June 2010**

Attending all official calls.  
Arranging the cars for Local and International Reservation Customers.  
Sales to walk in customers.  
Produce dramatic increase in branch sales.  
Maintaining high standards of cleanliness to all vehicles, office and drivers.  
Make soft copy of daily and monthly report.  
Reporting directly to the supervisor

**Purchaser**  
**MNC (FMCG), ABU DHABI, U.A.E**  
My responsibilities include:

**April 1997- June 2009**

- Preparation of Purchase Order, Scrutiny, verification of purchase order, goods received note & scrutiny of purchase bills.
- Physical stock verification at periodic intervals.
- Calculations of Various receivables like Target discount, Display rent, rebate etc as per agreements with supplier
- Ensures that invoices are processed in accordance with the terms of the contract or purchase order
- Regular dealings with the Suppliers for good quality products with good price.
- Verification of the fast and slow moving items and Discontinue the slow moving item.

**Accounts Trainee (Par time) during B.com**  
**Malabar Hotels Thrissur.**

- Vouching of ledger, statements, Day books and other books of accounts
- Recording of various Accounting entries as per the instructions.
- Reconciliation of Bank statements.

| Academics  |                    |   |
|------------|--------------------|---|
| Degree     | University         | Institute                                 |
| B. Com     | Calicut University | MES Asmabi College, Kodungallur, Trissur. |
| Pre-Degree | Calicut University |   |
| SSLC       | Kerala State Board | Govt: High School Nattika, Trissur        |

| IT Skills |
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Car pro, SAP Applications, MS Office, Oracle

| Personal Profile |
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|                  |                                   |
|------------------|-----------------------------------|
| Date of Birth:   | 10 <sup>th</sup> May 1971         |
| Nationality:     | Indian                            |
| Gender:          | Male                              |
| Marital Status:  | Married                           |
| Languages known: | English, Malayalam, Hindi, Arabic |

| Passport and Visa details |
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|                 |            |
|-----------------|------------|
| Passport Number | K 8432264  |
| Place of Issue  | Dubai      |
| Date of expiry  | 23-09-2022 |
| Visa status     | Visit Visa |

| Address |
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| <u>Permanent</u> | <u>For Communication</u>      |
|                  | Musadik P. A.,<br>Dubai, UAE. |

| Reference: |
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|-------------------------|-------------------------|
| Mr.P.A.Najeeb           | Mr. Rajesh Menon        |
| Contact No: 058 2555183 | Contact No. 050 8130442 |
| Abudhabi                | Dubai                   |

| DECLARATION |
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I here by declare that the above furnished information is true and correct to the best of my knowledge and believe.

Place- Dubai.

Musadik.P.A.