

# FAREES VAKKETHODI



## Contact

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ABU DHABI,  
United Arab Emirates

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**LinkedIn:**

<http://linkedin.com/in/farees-vakkethodi-b724ab159>

## Languages

English – C2

Hindi – B1

Arabic – B1

Malayalam – Native

## Summary

An MBA International Business graduate from University of Greenwich, London with proven track record of 2 years of experience in operation and management sector, looking to utilize my decision making and leadership skill in an esteemed organization. Well versed with problem solving and organizing ability. Tech-savvy and a fast learner with good communication and time management skill.

## Skill Highlights

- Operations management
- Strong decision maker
- Complex problem solver
- Change management
- Ability to work in a fast paced environment
- Good communication and teamskills.

## Experience

**TEAM LEADER** - 11/2018 to 03/2020

**SSP GROUP PLC UK, LONDON**

*British multinational contract food service company operates more than 2800 brands catering and retail unit across 35 countries*

**Achievement /task**

- Managed inventory, Ordered new supplies, Maintained optimal storage to meet expected needs And keeping detailed record of inventories in use and sale.
- Provided leadership and direction for employees, supervising activities to drive productivity and efficiency.
- Monitoring team performance including weekly Till variance check, spot check, training and development
- Communicate clear instruction to team members and listen to feedback
- Providing quality customer service including interacting with customers, answer customer enquires and effective handling customer complaints.

Reference: *Mohammed Marful Hoque, General Manager, +447876686246 email: Mohammad.Hoque@ssp.uk.com*

**SALES ASSOCIATE (Part Time)**- 03/2018 to 08/2018

**MARK AND SPENSER, LONDON**

*British leading retailer bringing great value of food and clothing to millions of customers over 1400 stores across 57 countries*

**Achievement /task**

- Follow and achieve department sales goals on monthly, quarterly and yearly basis
- Contributed to team success by completing job quickly and accurately
- Ensure high level of satisfaction through excellent sales service Operating cash register and managing financial transaction
- Cross selling and up selling product to increase purchase
- Accepting and processing orders and resolve returns issues

Reference: *Celin Sifaoui, Operations administrator, +447494738416, email: celine.sifui@ssp.uk.com*

## IT SKILLS

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- MS OFFICE (WORD, POWERPOINT)
- MS EXCEL (INTERMEDIATE)
- TALLY.ERP 9
- REATAIL X
- ADOBE PHOTOSHOP
- KRONOS

## PERSONAL INFO

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NATIONALITY : INDIA  
DATE OF BIRTH : 20/12/1995  
PASSPORT NO : R3324973  
MARTIAL STATUS : SINGLE  
VISA STATUS : TOURIST VISA

**ACCOUNTANT** - 04/2017 to 12/2017  
**BLUE DIAMOND TOURISUM LLC**  
KERALA

*One of the leading travels and ticketing agent for all major domestic and international airports branches in Dubai and Oman*

### **Achievement /task**

- Financial records and preparing associated reporting.
- Summarizing a company's operations, financial position, and cash flows.
- Plan and sell transportation, accommodations, insurance, and other travel service.
- Provide relevant information, brochures, and publications to travelers.
- Deal with occurring travel problems, complaints, and refunds.

Reference: *Salmanul Faris, General Manager, +971569706977 email: Info@bluediamondtourism.ae*

## Education

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**MASTER OF BUSINESS ADMINISTRATION:**  
**INTERNATIONAL BUSINESS**  
**UNIVERSITY OF GREENWICH**  
LONDON, 2020

**BACHELOR OF COMMERCE: FINANCE**  
**UNIVERSITY OF CALICUT**  
KERALA, 2017

## Certificates

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**IELTS English proficiency exam** (08/2018 - 08/2020)  
*The International English Language Test*

**MAT** (07/2018 - 07/2020)  
*Management Aptitude Test*

## Community Engagement

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National Human Right Commission of India (NHRC)  
*NHRC of India responsible for protecting and promotion of human right.*  
**Unit Member; 2017**

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I do hereby declare that the information given in the resume is true to the best of my knowledge and belief.

**FAREES VAKKETHODI,**  
**ABU DHABI,**  
**UAE**