

Kabeer Kavila Valappil

Nationality: Indian | **Gender:** Male | **Phone number:** (+974) 66784666 (Mobile) | **Email address:** kabeerkavilavalappil@gmail.com | **Address:** Al Nasr Street ,No. 876 , 24 , Zone 39, Doha, Qatar (Work)

● ABOUT ME

Dedicated and results-driven professional with diverse experience in customer service, cashier operations, marketing, sales, administration, and public relations across retail, healthcare, and travel industries in Qatar and UAE. Skilled in client relationship management, communication, teamwork, and problem-solving with proven ability to adapt quickly in multicultural environments. Seeking a challenging role in a reputable organization to leverage interpersonal, business, and customer service skills to contribute to organizational success.

● WORK EXPERIENCE

TAJ MAHAL SUPERMARKET – UNITED ARAB EMIRATES

CASHIER – 2016 – 2018

- Handled daily cash transactions, billing, and POS operations with accuracy.
- Provided excellent customer service ensuring satisfaction and repeat business.
- Managed cash reconciliation, refunds, and balance records.

KHALID JOUHAR ALI MIRZA – QATAR

PERSONAL STAFF & DRIVER – 2018 – 2020

- Provided administrative and logistical support to employer.
- Ensured safe, timely, and efficient transportation management.
- Managed personal errands, scheduling, and coordination.

ROLEX INTERNATIONAL TRAVEL & TOURISM

MARKETING & SALES EXECUTIVE – 2020 – 2021

- Promoted travel and tourism services through marketing campaigns.
- Assisted in sales operations, client handling, and package bookings.
- Increased customer acquisition by delivering tailored travel solutions.

ORCHID MEDICITY – QATAR

PUBLIC RELATIONS OFFICER (PRO) – 2021 – 2022

- Coordinated with government departments, hospitals, and stakeholders for official documentation.
- Managed visa processing, company documentation, and PRO-related activities.
- Acted as a liaison between company and external entities.

HYKA POLYURETHANE – QATAR

BUSINESS MARKETING EXECUTIVE – 2022

- Developed marketing strategies to promote polyurethane products.
- Built and maintained B2B client relationships.
- Supported business development activities through lead generation and follow-ups.

SITE SUPERVISOR

ENGINEERING CONTRACT / PROJECT – 2023 – 2025

- Supervised daily site activities ensuring compliance with safety and quality standards.
- Coordinated with engineers, contractors, and workers for smooth project execution.

- Monitored work progress, resources, and reported updates to project management.
- Ensured timely completion of assigned tasks within budget and schedule.

● **EDUCATION AND TRAINING**

2014 Kerala, India
HIGHER SECONDARY (PRE-DEGREE) Kerala Board of Examinatio

2014 – 2015 Kerala, India
ADVANCED DIPLOMA IN COMPUTER HARDWARE AND NETWORKING ENGINEERING

● **SKILLS**

Customer Service & Client Relationship Management | Cash Handling & POS Operations | Sales & Business Development | Marketing Campaigns & Brand Promotion | Public Relations (PRO Services in Qatar) | Documentation & Visa Processing | Administrative & Office Support | Time Management & Organizational Skills | Negotiation & Persuasion | Communication & Interpersonal Skills | Problem-Solving & Decision-Making | Adaptability & Multicultural Teamwork | MS Office (Word, Excel, PowerPoint), Email Handling | Logistics & Transportation Management | Conflict Resolution & Complaint Handling

● **LANGUAGE SKILLS**

Mother tongue(s): **MALAYALAM**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	C2	C2	C2	C2	C2
ENGLISH	C2	C2	C2	C2	C2
ARABIC	B2	C1	B2	B2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DRIVING LICENCE**

Driving Licence: Qatar (Light Vehicle)

● **OTHER**

Additional Information

- **Visa Status:** Qatar Resident, Transferable Visa with NOC
 - **QID:** 29735607535
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I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Doha , 25/09/2025