

CURRICULAM VITAE

SURFRAS PATTERNI KUNYIL

Mobile: +974 33468955

Email: sarfraskp@gmail.com



OBJECTIVE

Seeking an opportunity to start a new career in Messenger Profession

WORK EXPERIENCE

DRIVER (Temporary)

KOREAN EMBASSY-DOHA

DEC 2025

- Safe & Defensive driving
- Embassy Protocol & Etiquette
- Ambassador & Diplomatic Delegate Transportation
- Confidentiality & Security Awareness
- Airport Protocol & official escort duties
- Collection and circulation of internal & external mail.

DRIVER

KATARA LIMOUSINE

AUG 2023

To

NOV 2025

- VIP & Executive Chauffeur service
- Safe & Defensive driving
- Confidentiality & Security Awareness
- Airport Protocol & official escort duties
- Communication skill in English and Arabic
- Maintain professionalism, hospitality and excellent customer service
- Respond calmly and efficiently to emergencies or vehicle issues

DRIVER

RIGHT ANGLE TRADING & CONT W.L.L

SEP 2022

To

JULY 2023

- Operates assigned vehicle in a safe and courteous manner.
- To provide general support to members of Projects Development Department for the smooth running of departmental functions.
- To perform general basic administrative duties as required;
- To visit Governmental, Federal, Banks, Consulates and other Service Authorities offices to complete legal business related matters;
- Collection and circulation of internal & external mail.

**May 2010
To
August 2022**

Driver

Chiyoda AI Mana Eng.L.L.C

- Operates assigned vehicle in a safe and courteous manner.
- To provide general support to members of Projects Development Department for the smooth running of departmental functions.
- To perform general basic administrative duties as required;
- To coordinate with various Chiyoda's departments to ensure the completion of official formalities;
- To visit Governmental, Federal, Banks, Consulates and other Service Authorities offices to complete legal business related matters;
- Collection and circulation of internal & external mail.

**August 2009
TO
January 2010**

Sales & Marketing

Food World Doha Qatar

- Constantly prospecting for new client data through various channels and maintains sound client relationships.
- Sales and marketing of Life & Non-Life products and services within the Doha Region including schools & Military Air Base.(U S)
- Sales and marketing of Life & Non-Life products and services within the Doha Region including schools & Military Air Base.(U S)
- Maintain and develop existing and new clients through appropriate propositions and ethical sales methods, to optimise quality of service, business growth, and customer satisfaction.
- Respond to and conduct follow up sales inquiries and sales presentations using appropriate methods and in an appropriate time limit.
- Generate closed deals and premiums as defined in the Business Plan for the entire product category.
- Build & grow relationships and turn these relationships into larger sales

**February 2007
TO
May 2009**

Purchasing Manager

Master Chef (Dubai International Airport)

- Under the direction of the Chief Provincial Manager, performs miscellaneous accounting and clerical duties, including data entry, word processing, billing, cashiering, inventory of commodities, fielding customer questions and/or complaints, running end-of-day reports and performs other duties as assigned.
- Generating of Purchase Requests for all the food supplies as well as the remittance of sales to the Provincial Treasurers Office.
- Process accounting-related documents for release of stocks and monitor inventory of items in the pharmacy.
- Provide customers information regarding: billing history, payment history and outstanding balances.

COMPUTER PROFICIENCY

**Windows XP, Windows Server 2003 , MS Word & MS Excel
National Institute Kerala India**

EDUCATIONAL QUALIFICATIONS

2002

**Secondary to Graduation
Kerala Higher Secondary Board**

