

Shameej KT

Cashier/Store Keeper/
Supervisor/Data Entry/
Customer Service.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Contact

Address

Dubai UAE

Phone

+971554605150

E-mail

shami.dasil@gmail.com

Skills

Customer follow up

Languages

English

■■■■■
Advanced
(C1)

Arabic

■■■■■
Elementary
(A2)

Hindi

■■■■■
Advanced
(C1)

Work History

2022-08 -
Current

Follow up Manager

Al Rihla Document Clearing Services , Dubai

- Gained extensive knowledge in data entry, analysis and reporting.
- Worked flexible hours across night, weekend and holiday shifts.
- Excellent communication skills, both verbal and written.
- Self-motivated, with a strong sense of personal responsibility.
- Managed time efficiently in order to complete all tasks within deadlines.

2009-06 -
2020-09

Follow-Up Clerk

Royal Adasat Opticals LLC, Dubai

- Maintained awareness of inventory and stocking conditions to capture ordering system integrity.
- Handled customer returns and exchanges to customers' satisfaction while complying with company policies and procedures.
- Labeled , stocked and inventoried department merchandise.
- Managed timely and effective replacement of damaged or missing products.
- Met customer call guidelines for service levels, handle time and productivity.
- Investigated and resolved customer inquiries and complaints quickly.

Education

1993-06 -
1995-03

High School : Science Education

NSS English Medium High School - Manjer, Kerala

1995-07 -
1997-03

Pre-Degree: Science Education

DGM MES Mampad College - Mampad Kerala