



# SHAHIL SHAMSUDDIN

## CONTACT

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- Dubai-U.A.E

## PERSONAL INFO

I am a passionate Data Entry Operator and Sales Executive having an expertise of 5+ years.

I work closely with my clients, helping them in solving problems and achieving accelerating results through marketing.

I strongly believe passion brings possibilities to life.

## PERSONAL DETAILS

Date of Birth: 27/12/1996  
Marital Status: Single  
Visa Status: Visit Visa  
Visa Expiry: 10/10/2024  
Languages: English, Hindi, Tamil & Malayalam

## EDUCATION

**Bachelor of Business Administration (B.B.A)**  
*Kannur University, Kerala- India*  
2016-19

## SKILLS

- Ms Office (Word, Excel, PowerPoint)
- Ability to research and collect data.
- Understanding of basic computer softwares.
- Typing Accuracy.
- Excellent customer service.
- Outstanding interpersonal skills.
- Generating leads.
- Teamwork and excellent communication.

## EXPERIENCE

**DATA ENTRY / SALES** **Feb 2021 - Apr 2024**

*Happy way Documents Clearance Services*  
*Dubai-U.A.E*

- Handling of the Counter, Billing the products and sales
- Prepares, compiles, and sorts documents for data entry.
- Visa Services, Typing Services all type of Online works
- All Computer Programming and Sort-out the Repairs and damages.
- Transcribes source data into the required electronic format.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.

**SALES EXECUTIVE** **Mar 2019 - Jan 2021**

*Cinta Traders Pvt.Ltd- Calicut, Kerala- India*

- Answer customers' questions about products, prices, availability, or credit terms.
- Contact new or existing customers to discuss how specific products or services can meet their needs.
- Complete expense reports, sales reports, or other paperwork.
- Collaborate with colleagues to exchange information, such as selling strategies or marketing information.

**SALES /CUSTOMER SERVICE** **June 2018 - Jan 2019**

**COUNTER HANDLING**

*C-Trade Electronics Pvt.Ltd- Calicut, Kerala- India*

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions