



SHAHIL SHAMSUDDIN

Seeking a good career and holding a responsible position in the reputed organization and Ensure credible performance to work towards exceeding the set goals contributes for the Organization.

Contact

Phone

+971562618101

Email

Shahilmohd21@gmail.com

Address

Dubai- U.A.E

Education

Kannur University (Kerala-India)
Bachelor of Business Administration (BBA)

Higher Secondary Education Board
Plus Two (12th) Higher Secondary

High school Leaving Board
S.S.L.C (10th) school leaving education

Personal Details

Date of Birth : 27/12/1996

Gender : Male

Marital Status : Single

Passport No : M8100495

Visa Status : Visit Visa

Language

English

Hindi

Tamil

Malayalam

Urdu

Skills

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Word

Experience

Feb 2021 - Apr 2024

Happyway Documents Clearance Services, Dubai- U.A.E

DATA ENTRY / SALES

- 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.

1.6 years

Cinta Traders Pvt.Ltd, Kerala- India

CASHIER / SALES

- Learn details about our product and service offerings
- Finding leads and conducting the necessary follow-up to meet sales quotas.
- Address any questions or issues customers may have
- Communicate with customers to understand their requirements and need

1 year

C- Trade Electronics Pvt.Ltd, Kerala- India

SALES EXECUTIVE/ COUNTER STAFF

- 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

Declaration

I hereby declare that the above stated information is true to the best of my knowledge and belief.

SHAHIL SHAMSUDDIN