



SHAHIL SHAMSUDDIN

My Contact

✉ **Shahilmohd21@gmail.com**

☎ **+971562618101**

📍 **Bur Dubai, Dubai- U.A.E**

Professional Skill

- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

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 Vis

About Me

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.

Professional Experience

DATA ENTRY / CASHIER

Happy way Documents Clearance & Solutions,
Bur Dubai, Dubai, U.A.E

Feb 2021- April 2024

- 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 / CASHIER

Cinta Traders Private Limited, Calicut, Kerala, India

1.6 years

- 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

CUSTOMER SERVICE AGENT

C-Trade Electrical Private Limited, Calicut, Kerala, India

1 year

- 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