

# SHAHIL SHAMSUDDIN

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[Dubai- U.A.E](#)



## CAREER OBJECTIVE

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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.

## EXPERIENCE SUMMARY

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- Caring about customers, whose happiness can make or break a company.
- Following through so customers know their concerns are taken seriously.
- Customer Relationship Officers educate others hired to respond to customer complaints. Managed accounts payable.
- Handled collection of all past due accounts.
- Reviewed lease contracts & prepared abstract.
- Preparing weekly confidential sales reports for presentation to management.
- Preparing local purchase order and goods receipt note.
- Handling petty cash and add details to system.
- Preparation of credit card reconciliation and supplier reconciling statement.

### Technical Summary

**Tools** : Microsoft Excel, Microsoft Word, Ms Office, V-Lookup, Photoshop etc.

## ENGAGEMENT OVERVIEW

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**Organization** : Happy way Documents Solutions, Bur Dubai, Dubai, U.A.E

**Designation** : As a Data Entry Operator / Sales Executive

**Duration** : From Feb 2021 to till the date.

## JOB RESPONSIBILITIES

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- Prepares, compiles, and sorts documents for data entry.
- Visa Services, Typing
- All Computer Programming and Sort-out the Repairs and damages.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, datarecorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or othercomputer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves anydiscrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation

**Organization** : Cinta Traders Private Limited, Calicut, Kerala, India  
**Designation** : As an Sales Executive  
**Duration** : 1.5 Years

#### **JOB RESPONSIBILITIES**

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- 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
- Offer solutions based on clients needs and capabilities
- Update client records
- Track and document calls and sales
- Participating in any required training

**Organization** : C Trade Electrical Private Limited, Calicut, Kerala, India  
**Designation** : As a Marketing Executive  
**Duration** : 1 Year

#### **JOB RESPONSIBILITIES**

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- Conceive and develop efficient and intuitive marketing strategies
- Organize and oversee advertising/communication campaigns (social media, TV etc.),exhibitions and promotional events
- Conduct market research and analysis to evaluate trends, brand awareness and competitionventures
- Initiate and control surveys to assess customer requirements and dedication
- Write copy for diverse marketing distributions (brochures, press releases, website material etc.)
- Maintain relationships with media vendors and publishers to ensure collaboration inpromotional activities
- Monitor progress of campaigns using various metrics and submit reports of performance
- Collaborate with managers in preparing budgets and monitoring expenses

#### **CERTIFICATION COURSES**

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

#### **EDUCATIONAL QUALIFICATION**

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- Ω **BBA (Bachelor of Business Administration) From M.E.S COLLEGE, KOOTHPARAMBA, (Kannur University) Kerala, India in 2019**
- Ω **Plus Two (+2) State Board, Kerala Higher Secondary Board, 2016**
- Ω **SSLC from Kerala Board of Public Examination in 2014**

## PERSONAL DETAILS

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Date of Birth	:	27-12-1996
Gender	:	Male
Marital Status	:	Single
Passport No	:	M8100495
Visa Status	:	Employment Visa
Nationality	:	Indian
Languages known	:	English, Hindi, Tamil & Malayalam

## DECLARATION:

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

**SHAHIL SHAMSUDDIN**