

SHAHILSHAMSUDDIN

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



CAREER OBJECTIVE

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

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

ENGAGEMENT OVERVIEW

Organization : Happy way Documents Clearance & Solutions, Bur Dubai, Dubai, U.A.E
Designation : As a Data Entry Operator / Sales Executive / Counter Handling & Billing
Duration : From Feb 2021 to till the date. (3 years running)

JOB RESPONSIBILITIES

- 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.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Performs regular backups to ensure data preservation

Organization : Cinta Traders Private Limited, Calicut, Kerala, India
Designation : As an Packing Staff & Bar coding
Duration : 1.5 Years

JOB RESPONSIBILITIES

- Weighing packages and labeling them appropriately
- Inspecting packages to ensure they are not damaged
- Inspecting shipping containers to ensure they meet shipping regulations
- Assembling daily orders by shipping location or any other shipping categories
- Keeping records of packages including delivery notes, invoices, etc.
- Filling out packing and order forms with the relevant shipping information
- Sealing shipping containers and labeling them appropriately
- Cleaning shipping containers and other shipping supplies

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

JOB RESPONSIBILITIES

- Contributes information, ideas, and research to help develop marketing strategies
- Helps to detail, design, and implement marketing plans for each product or service being offered
- Sets marketing schedules and coordinates with colleagues, sponsors, media representatives, and other professionals to implement strategies across multiple channels
- Develops sales strategies and approaches for various products and services, such as special promotions, sponsored events, etc.
- Answers questions from clients about product and service benefits
- Maintains excellent relationships with clients through superior customer service
- Tracks sales data and works to meet quotas or sales team goals
- Analyses trends, data, demographics, pricing strategies, and other information that can potentially improve marketing and sales performance

CERTIFICATION COURSES

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

EDUCATIONAL QUALIFICATION

- Ω **BBA (Bachelor of Business Administration) From M.E.SCOLLEGE, 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

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:

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

SHAHIL SHAMSUDDIN