

SHAMEEJ T.M

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CAREER OBJECTIVE

To seek a challenging assignment that fully leverages on my current skills while also affording an opportunity to learn and grow. I value commitment to my work, integrity, team spirit and willing to learn new skills in a new environment and give my best to the organization I would work for.

SYNOPSIS

- A result-oriented professional with **nine years of successful gulf experience** in van sales & administration.
- Strong Analytical, problem solving & organizational abilities. Possess a flexible & detail-oriented attitude.

AREAS OF EXPERTISE

- Sales executive/ Van salesman
- Driver cum messenger
- Office administration.

PROFESSIONAL EXPERIENCE

BASIX COSEMTICS TRADING LLC - DUBAI

Sales Executive

December 2018 – December 2022

RESPONSIBILITIES

- Displays product to catch the eye of the customer
- Setting up and tearing down a display unit.
Promoting
- Sales through regular visit to customers.
- Creating business relationship.

AHAMAD MANSOORY FOOD STUFF LLC - QATAR

Sales Executive

November 2017 – July - 2018

RESPONSIBILITIES

- Work to find out new sales leads.
- Maintain sufficient stock in the Van in order to fill requirement of customers.
- Offering advice and introducing new products

ROYAL FORK CATERING LLC - ABUDHABI - UAE

Delivery coordinator

August 2014 – July 2016

RESPONSIBILITIES

- Delivering a wide variety of items
- Following delivery driving routes and schedules timely delivery of goods

NOOR AL KOWN FOOD STUFF LLC, DOHA - QATAR

Sales Executive

June 2009 – March 2014

RESPONSIBILITIES

- To assist the sales manager to achieve the overall corporation
- Sales Contributes information, ideas, and help develop
- Marketing strategies. Updating day-to-day market changes
- Maintaining LPO records for Invoices accounted.

SCHLUMBERGER OVERSEAS, DOHA - QATAR

Administration Assistant

October 2006 – March 2009

RESPONSIBILITIES

- Maintained up-to-date billing system
- Updated all R&M Tools in system.
- Maintain customer files
- Communicated with customers via phone.

DRIVING LICENCE

- UAE valid (Manual)
- Qatar Valid (Manual)
- Indian Valid (Manual)

ACADEMIC ACHIEVEMENTS

- SSLC – Board of public Examination Kerala.
- Passed out Board of Higher Secondary Education Board of Kerala

IT SKILLS

- M.S. Office word & Excel

PERSONAL DATA

Nationality	:	Indian
Date of Birth	:	21/05/1987
Gender	:	Male
Linguistic Proficiency	:	English, Arabic, Hindi, Malayalam and Tamil
Marital Status	:	Married
Visa Status	:	Visit visa
