**CURRICULUM VITAE**

|  |
| --- |
|  |

**SHAFEEK**

**SHAFEEK.347131@2freemail.com**

**PROFILE:**

To be a part of professional organization , where exist a stimulating and challenging environment ,which offers scope for continuous learning .My aspiration is to rise in career by serving to the best of my ability with honesty ,dedication ,hard work and striving to eve excellence in career life

**CAREER OBJECTIVE:**

Seeking a position to utilize and enhance my skills and abilities in management which offers professional growth together with competitive , resourceful ,challenging opportunities. Possessing excellent communication skill & experience of working in team based culture involving planning, coordination and commitment towards the organization development.

**RECENT EXPERIENCE :**

**° purchaser at Moda Men’s Hub (May 2013 – September 2014)**

Duties and responsibilities

* Responsible to check stocks and verify accordingly.
* Responsible to travel and purchase latest trendy material from out of the state
* Dealing with all the clients and clear their payments
* Computerize the stocks and create back up for all the documents
* Coordinate with everyone to make sure everything is in place and report to the owner
* Handle the day to day problems of the work and worked as a key member of the team
* Responsible to update and check the software in the shop

**° Journeys world holidays ( June – September 2015 )**

Duties and responsibilities:

* Computer reservation system as on the job trainee for 3 month
* Basic tour operation and hotel booking engines
* As a customer service and airline ticketing agent
* **Sales Executive at Fellah General Trading LLC, Dubai (January – November 2016)**

Duties and responsibilities:

* Meeting the sales targets
* Maintaining and improving relationships with the client.
* Ensure the team is delivering desired results
* Map potential customers and generate leads for the organization
* Devises strategies and techniques necessary for achieving the sales targets.
* Motivating team members
* **Operation executive at easy way clearing & cargo, Dubai (currently working here)**

 Duties and responsibilities

* Import/Export Clearance Using Mirsal 2(Dubai Trade)
* Prepare documents for Submissions in Customs.
* Maintain Manual Records for all B.O.E.
* Submit Online Inspections for Shipments.
* Prepare online FIRS using Dubai Municipality Site.
* Prepare e-Token and Gate Pass for Drivers.
* Coordinate with Shipping Line and Drivers.
* Maintain Customer Database & Preparing Transportation Monthly Report.
* Preparing invoices and receipts for customers
* Preparing Online Industrial Exemption documents in Ministry of Economy.
* Checking container status in DP World Site.

**ACADEMIC QUALIFICATIONS:**

* Secondary School Leaving Certificate – CBSE (2010)

From Central Board Of Secondary Education Delhi, India

* Higher Secondary School Leaving Certificate – DHSE (201

From the Directorate Of Higher Secondary Education Kerala, India

* Advanced Diploma In Aviation Management (2015)

From Airocis college of aviation and management studies

* Certificate In Airline Ticketing In Galileo Amadeus & Abacus (2015)

From Journeys World Academy Erankulam, Kerala, India

* Certificate In Basic Tour Operations (2015)

From Journeys World Academy Erankulam, Kerala, India

* Bachelor Of Science In Airline Tourism And Hospitality Management(2015)

From Punjab Technical University Jalandhar, India

**SKILLS &STRENGTH:**

* Sense of responsibility, working in a team.
* Eagerness to explore and learn.
* Innovative, managing and good communication skill.
* Exactitude to the given work and time management.
* Self motivated
* Proficient in MS Office

**PERSONAL DETAILS:**

* Address : Dubai,UAE
* Date of Birth : 09/06/1993
* Place of Birth : India
* Nationality : Indian
* Languages : English, Malayalam,Hindi
* Place of issue : Malappuram

**DECLARATION:**

I hereby solemnly declare and affirm that all statement made in this application are true, and best of my knowledge and belief. Kindly consider my application favorably and give me an opportunity to serve under your esteemed organization. I assure you good-self.