**Curriculum vitae**



SHAHEEN

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Objective

Possessing the necessary skills and experience in addition to excellent communication. interpersonal and analytical skills, I am seeking a challenging position that will provide me the opportunity to utilize my knowledge and skills in order to enhance my competencies whilst achieving the company's goals and objectives.

Experience

* Sales Executive in Benco International (oman) (1month)
* Worked As Accountant in Dayana Readymade (2 year)
* Purchase Manager in Dayana Readymade (1 year 10 month)

Skills

* Adapt to a culture that nurtures and encourages service excellence, quality, and a mind-set of getting it right the first time, every time.
* Stand out as an excellent team player while representing and promoting teamwork and ensuring high morale of the staff.
* Establish a positive, productive working environment by understanding the need of all staff members.
* Performances to achieve corporate objectives.
* Specialist In Microsoft Excel basic and Advanced.
* Implementation of systems to motivate staff members in order to facilitate/enhance their individual.

Expertise

* Accounting
* Client Handling
* Customer Service
* Logistics
* Microsoft office

Extracurricular Activities

* Best Manager in college event 2017
* Member of college Magazine Advertisement team
* Member of Kerala Emergency Team
* Participant of the State Level Best Manager competition

Education

**UNDERGRADUATION (MESponnaniCollege–Kerala**) 2015-2018

Subject Included

B.com, Specialised in (Finance)

Percentage Scored : 70%

SCHOOLING

* Government Higher Secondary School Thrikkav Grade(11-12) Percentage Scored: 85%
* Achutha Variour High School Ponnani Grade (10th) Percentage Scored: 75%

Personal Details

Gender

Male

Date of birth Marital Status Driving License Languages Fluent

3rd November 1995

Single

Yes (INDIAN)

English, Hindi, Malayalam, Tamil,

Arabic (Beginner)

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

(SHAHEEN)