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***CURRICULUM VITAE***

**Shameer**

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| **Objective** |

To work in an organization where there is exclusive environment, healthy competition and ample prospects of professional growth. Where I am exposed to all types of work fields, can enhance my knowledge and broaden my experience to the maximum. In short I just want to be the active part of development.

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| **Key Skills** |

* Fast learner willing to shoulder challenges and responsibilities.
* Maintain confidentiality while handling departmental related activities.
* Analytical thinking, planning.
* Problem analysis, use of judgment and ability to solve problems efficiently.
* Strong verbal and personal communication skills.
* Self motivated, initiative, high level of energy.

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| **Education** |

* Successfully completed Master of Business Administration with Finance Marketing from Mahatma Gandhi University, Kerala in the year 2014
* Successfully completed Master of Commerce from Annamalai University, Tamil Nadu in the year 2011
* Successfully completed Bachelor of Commerce with Co-Operation from University of Kerala in the year 2009

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| **Work Summary** |

**Designation: Relationship Officer in Sales Department**  
Company Name: Dunia Finance LLC  
Duration: December 2016 – February 2018  
Role:

* Selling Personal, Auto loans and Credit cards from the eligible Salaried and Self employed customers
* Promote the products by providing consistent, accurate and transparent information

to customers

* Achieve sales targets assigned and contribute to the overall achievement of the team
* Follow up and close selling/cross selling lead referrals
* Ensure right segmentation to match customer profile
* Collecting and submitting customer documents after the verification process

**Designation: Document Controller**  
Company Name: Al Risalah Typing & Document Copying - Sharjah, UAE  
Duration: March 2014 – April 2016

Role:

Job Profile:-

* Preparation of U.A.E. Immigration works
* Preparation of U.A.E. Ministry of Health works
* Preparation of Indian Consulate works
* Dealing the customers to ensure their works

**Designation: Accountant**  
Company Name: Mulamoottil Distributors - Kollam, Kerala, India  
Duration: March 2012 – February 2014

* Keeping books of accounts up to finalization
* Preparation of Cheque & Invoices
* Handling petty cash
* Computation & payment of wages and salaries
* Preparation of Financial Statements.

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| **Computer Skills** |

* Knowledge of different accounting softwares like Tally, Peachtee, Daceasy, etc
* Aware of all work related MS Office applications
* Knowledge of Web and Graphic Designing softwares like Photoshop, Flash, etc

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| **Areas of Interest** |

Reading, Travelling, Listening Songs & Internet

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| **U.A.E. Driving License Details** |

* Type of Vehicle : Light Vehicle
* Date of Expiry : 28/12/2025
* Place of Issue : Sharjah

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| **Personal Details** |

Date of birth : 01/04/1988

Gender : Male

Nationality : Indian

Visa Status : Employment

Languages Known : English, Hindi and Malayalam