**RESUME**

**SHIBILI**

Dubai U.A.E

Email Id: shibili-393125@2freemail.com

***OBJECTIVE:***

To look for a suitable position in a progressive organization, where I can use my abilities and hard work towards the achievement of company objectives. I can assume any kind of challenging assignment and try to accomplish it with serious effort, competence and honesty.

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| **WORK EXPERIENCE** |  |
| Position | **:** | **Cashier** |
| Period | : | **2017 –Still working** |
| Position | ; | **Sales Executive** |
| Period | : | **2014 – 2016** |
| Position | : | **Office Assistant** |
| Duties | : | Home Loan , Credit Card ,General Accounting ,Problems Solving , |

Word Processing Typing Computer Operation form Filling and data archiving

JOB RESPONSIBILITIES:

* Co-ordinating with customers
* Solving customer issues
* Dealing with after sales services
* Answer customer queries
* Generate sales leads
* Handle Complaints & provide appropriate solutions within the time limit
* Follow communication procedures, policies & guidelines
* Go to the extra mile to engage customers
* Greet customers warmly

**KEY SKILLS AND STRENGTH**

* Good in handling the customer Relationship
* Excellent Management of Customer Reports to Team Management and Handling Large Group of People at Once
* Multitasking
* People Oriented
* Excellent Communication & presentation skills

**COMPUTER SKILLS**

* M S Office , Excel, Jems- jwellery management, IGI ( International gemmological institute )

**DUCATIONAL QUALIFICATION**

* Higher Secondary(Plus Two)
* S.S.L.C
* Customer Service
* IATA

***Personal Information***

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| --- | --- | --- |
| Date of Birth | : | 10/09/1994 |
| Sex | : | Male |
| Religion | : | Islam |
| Nationality | : | Indian |
| Marital Status | : | Single |
| Languages Known | : English, Hindi, Arabic and Malayalam |
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***DECLARATION***

I hereby declare that all the details mentioned above are true and benefited to the best of my knowledge and belief**.** I hope the above details will meet with your requirements and you will give due consideration to me.

**SHIBILI**