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| **SHAMNAS** | |
| E[mail:](mailto:shamnuvazhayil@gmail.com) [shamnas-394121@2freemail.com](mailto:shamnas-394121@2freemail.com)  **Holding valid UAE Driving License (Lightvehicle)**  ***Academic Profile:***   * ***BCOM,*** *University of Calicut (from Uthaman College) 2006 -2009* * ***XII*** *from Central Board of Secondary Education.*   *(KMM ENG school)2006*   * ***S.S.L.C*** *from Central Board of Secondary Education.*   *(KMM ENG school) 2004*  ***BehavioralSkills:***   * *The ability to Empathize and Listen attentively has groomed me in to a compatible and level- headed team player and leader.* * *A Pragmatic and Persistent approach has imbibed single- minded determination and focus towards every task that I undertake.* * *An eye for Observation and a probing nature act as vital tools for keeping the ‘learning drive’ alive.* | **Mission Statement:** |
| I believe in expanding my capacities to create results through new pattern soft thinking. Thus, I am in pursuit of an organization that is continually expanding its capacity to create its future through generative learning.  **Profession:**  **CASHIER/SUPERVISOR /SALES /MERCHANDISER/OFFICE ADMINISTRATOR / DOCUMENTS CLERANCE / CLERK/** |
| **AcademicProfile:** |
| * ***BCOM,*** *Univeristy of Calicut (from Uthaman College) 2010 -2013* |
| **EMPLOYMENT EXPERIANCE:** |
| * **MUSCAT- OMAN**   **Worked as Sales Executive (Jan 2017- April 2019)**   * **STORE SECTION ABUDHABI, UAE (Dec 2014–Sep 2016) Worked as Supervisor** * **ABUDHABI, UAE Worked as Salesman & Merchandiser From August 2009 to December 2012** |
| **SKILLS** |
| * Handling and interacting with agencies and management. * Perform other related duties as required. * Keeping and control of company documents. * Ensure the confidentially and security of all financial and employee files. * Receive and verify invoices and requisitions for goods. * Processes payments by totaling purchases; processing checks, cash ,and store or other credit cards. |

* Contributes to team effort by accomplishing related results as needed.



* Expert in driving.

**ComputerSkills**

***KeySkillsandAchievements:***

* Leadership skills
* Logical and Analytical approach to solving problems
* Ability to grasp and learn new things quickly
* Good communication skills in English and Hindi & Arabic.
* Highly organized with the ability to manage multiple tasks to meet the deadlines.

**PASSPORT DETAIL**

Place of Issue**:** Muscat

Date of Issue **:** 11/05/2018

Date of Expiry **:**10/05/2028

* Windows
* MicrosoftOffice
* Tally
* PeachtreeAccounting
* InternetBrowsing
* BasicKnowledgeinComputerHardware&Networking

# PersonalParticulars:

*Name* :**Shamnas**

*Date ofBirth* :16/11/1987

*Gender* :Male

*Place of Domicile* :Eramangalam, Kerala.

*Languages Known* :English ,Hindi, Arabic & Malayalam

*Hobbies* :Sports, Music, Driving.

*Achievements* : Playing Cricket and Football in District level Tournaments.

# Declaration

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

**Shamnas**