

SHUHAIB U



PERSONAL DETAILS

Gender :Male
Nationality :India
Date of Birth :05/07/1993
Marital Status :Married
Visa status :Visit
Passport no :M7298017
Expiry Date :18/03/2025

CONTACT DETAILS

contact number :
+971 50 4464816
Email:
shuhaiburothiyil@gmail.com
Address:
Abu Dhabi, U.A.E

LANGUAGES

- English
- Hindi
- Malayalam

EDUCATION

- B. Com (Co-Operation) From Annamalai university, Kerala
- MS Office Completed.

COMPUTER SKILLS

- MS Office
- MS Excel

PROFESSIONAL SUMMARY

To seek a responsible position and climb up the hierarchy through consistent performance in a well-established and even growing organizational skill while working for the organization and also for one's individual development as person.

EXPERIENCE

Customer relation executive **2015 to 2016**
Ahalia money exchange & Finance **Tirur, Kerala**

Customer Relation executive & Assistant secretary **2016 to 2018**
Lulu Hyper Market **Oman**

Customer Relation executive (Loan section) **2018 to 2023**
Sri Ram Finance **Kerala, India**

Duties & responsibilities

- ❖ Cash handling & Teller
- ❖ Monitor accounts to identify outstanding debts
- ❖ Investigate historical data for each debt or bill
- ❖ Find and contact clients to ask about their overdue payments
- ❖ Take actions to encourage timely debt payments
- ❖ Process payments and refunds
- ❖ Resolve billing and customer credit issues
- ❖ Update account status records and collection efforts
- ❖ Report on collection activity and accounts receivable status
- ❖ Provide various secretary service.
- ❖ Transcribes and types correspondence, memos, bulletins, maintains files, organizes office, orders supply, processes requisitions.
- ❖ Sorts and distributes mail.
- ❖ Maintains department personnel information as needed.
- ❖ Provides coordination for all department offices.
- ❖ Maintains data and produces department reports.
- ❖ Other duties as assigned.

STRENGTH

- ❖ Highly energetic, self-driven and willing to work under pressure.
- ❖ Hardworking and highly responsible for the job which entrusted.
- ❖ Strict follower of Honesty and Sincere Philosophy
- ❖ Personality with dedicated self-motivated and have a through approach to work.
- ❖ Active teamwork, adaptable, Quick learner and creatively inclined.
- ❖ Ability to organize, co-ordinate, implement and control work related activities.
- ❖ Good leadership quality and problem-solving skills.

SKILLS

- ❖ Administrative skill
- ❖ Strong customer service skills
- ❖ Attention to details
- ❖ Hard working
- ❖ Problem solving
- ❖ Good communication skills
- ❖ Honest and hardworking
- ❖ Compassion
- ❖ Time management
- ❖ Interpersonal skills.
- ❖ Strategic planning and analysis

DECLARATION

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

SHUHAIB U