



SHUHAIB U

TELLER, CUSTOMER SERVICE EXECUTIVE & PURCHASING ASSISTANT

Highly Energetic and Self-Driven with 8 years of experience as a customer and sales executive professional. Hardworking and highly responsible and willing to work under pressure. Active teamwork, adaptable, Quick learner, and creatively inclined. Excellent Leadership quality and Problem-Solving skills.

KEY SKILLS

Team Work

Work Ethic

Administrative skills

Customer Service

Interpersonal skills

Time Management

Strategic Planning and Analysis

Detail Oriented

Punctual

Quick Learner

Problem solving

Analytic Skills

EMPLOYMENT CHRONICLE

- TELLER, CUSTOMER SERVICE EXECUTIVE & MARKETING | 2018 – 2023
SRI RAM FINANCE KERALA, INDIA
- STORE KEEPER AND PURCHASING ASSISTANT | 2016 – 2018
LULU HYPERMARKET OMAN
- REMMITENCE TELLER & MARKETING | 2015 – 2016
AHALIA MONEY EXCHANGE & FINANCE TIRUR, KERALA, INDIA

Key Responsibilities

- Execute customer transactions regarding cash, money orders, and money exchange.
- Build and maintain profitable relationships with key customers.
- Resolving customer complaints quickly and efficiently.
- Monitor accounts to identify outstanding debts.
- Investigate historical data for each debt or bill.
- Find and contact clients to ask about their overdue payments.
- Report on collection activity and accounts receivable status.
- Update account status records and collection efforts.
- Conceive and develop efficient and intuitive marketing strategies.
- Initiate and control surveys to assess customer requirements and dedication.
- Transcribes and types correspondence, memos, and bulletins, maintains files, organizes office, orders supply, and 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.

CONTACT

- +971 504464816
- shuhaiburothiyil@gmail.com
- Abu Dhabi, U.A.E

ACADEMIC CREDENTIALS

- B.Com. WITH CO-OPERATION
- Annamalai University, Kerala, India

COMPUTER PROFICIENCY

- MS Office [Excel] ★★★★★
- Basic Operation ★★★★★
- Internet & E-Mail ★★★★★

PERSONAL STRENGTHS

- COMMUNICATION - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT- Management skills to direct others and review others performance.

LANGUAGES KNOWN



INTERESTS



Songs



Travelling



Reading

REFERENCE

- Available upon request

AREA OF INTEREST

- Money Exchange
- Sales
- Customer Service Executive
- Marketing
- Remittance Teller
- Purchasing Assistant

PERSONAL DOSSIER

Gender

: Male

Date of Birth

: 05-07-1993

Nationality

: Indian

Marital Status

: Married

PASSPORT DETAILS

Passport Number

: M7298017

Date of Expiry

: 18-03-2025

Visa Status

: Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SHUHAIB U