

SHAJEER MUNDANKANDI CHALIL



EXPERIENCE

May 2018
Aug 2023

ASSISTANT MANAGER

Joyalukkas Exchange | Muscat Oman

Enthusiastic and proactive customer service profession with over 5 years of experience in the Money Exchange. And also have good team leading ability in this field.

Feb 2015
Dec 2018

CASHIER

Joyalukkas Jewlery | Riyadh, Saudi Arabia

- Assisted customers with inquiries, issues and concerns by providing relevant information in English, Malayalam, Hindi and Arabic
- Assist customers as they choose gold and accessories
- Resolve customer queries and complaints swiftly

Jun 2010
Aug 2014

ACCOUNTANT

Taj al falaj Hyper Market | Sohar, Oman

- Improved relationships between vendors by streamlining accounts payable processes
- Prepared monthly statements by collecting and summarizing data, information and trends
- Coordinated the delivery of information to external auditors at interim and annual audits.

Jul 2009
May 2010

CUSTOMER SERVICE

HGSL | Chennai, India

- Assisted customers with inquiries, issues and concerns by providing relevant information in English and Hindi

EDUCATION

2005
2008

BCOM

University of Calicut

| Collage of Commerce Kannur

2003
2005

PLUSTWO

Board of HSE

| Govt.HSS Chala Kannur Kerala

1999
2003

SSLC

Gov.t of Kerala Board of public examinations

| A.K.G.S.G.HSS PERALASSERY,KANNUR

2009
2009

DIPLOMA IN ACCOUNTING

Board technical education

| AIT computer education

2009
2009

CERTIFICATE COURSE IN COMPUTER

Board technical education

| G-Tec computer education, Kannur

Handling MS Office, and all the other functionalities of computer

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🏠 Liwa Manzil Thazhe Valappil P.O Mavilayi (via)Mundaloor Kannur Kerala India

📞 +971557663634

📅 Jan 30, 1988

🌐 Indian

OBJECTIVE

Experienced specialist with a passion for delivering outstanding service.

Self-motivated, team player with strong organizational and interpersonal skills.

Always looking to learn new skills, take on extra responsibilities, and grow professionally.

Experienced in training and mentoring new members of staff.

Have worked in busy, pressurized environments where high standards are expected.

SKILLS

- Leadership
- Teamwork
- Problem-Solving
- Customer service
- Sales
- Mentoring
- Handling conflict

LANGUAGES

- Malayalam | Native
- English | Advanced
- Hindi | Advanced
- Arabic | Advanced
- Tamil | Intermediate