



# Shajeer Mundankandi Chalil

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Phone	+971557663634
Date of birth	Jan 30, 1988
Nationality	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.

## EXPERIENCE

Muscat Oman  
*May 2018 - Aug 2023*  
**Assistant Manager**  
*Joyalukkas Exchange*

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 feild.

Sohar, Oman  
*Jun 2010 - Aug 2015*  
**Cashier / Accountant**  
*Taj al falaj Hyper Market*

- 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.

Riyadh, Saudi Arabia  
*Feb 2016 - Dec 2017*  
**Sales / Cashier**  
*Joyalukkas Jewlery*

- 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

Chennai, India  
*Jul 2009 - May 2010*  
**Customer Service**  
*HGSL*

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

## EDUCATION

Collage of Commerce Kannur  
*2005 - 2008*  
**Bcom**  
*University of Calicut*

A.K.G.S.G.HSS PERALASSERY,KANNUR  
*1999 - 2003*  
**SSLC**  
*Gov.t of Kerala Board of public examinations*

G-Tec computer education, Kannur  
*2009 - 2009*  
**Certificate course in computer**  
*Board technical education*

Handling MS Office, and all the other functionalities of computer

Govt.HSS Chala Kannur Kerala  
*2003 - 2005*  
**Plustwo**  
*Board of HSE*

AIT computer education  
*2009 - 2009*  
**Diploma in accounting**  
*Board technical education*

## SKILLS

- Leadership
- Teamwork
- Problem-Solving
- Customer service
- Sales

## LANGUAGES

<b>Malayalam</b> Native	<b>English</b> Advanced
<b>Hindi</b> Advanced	<b>Arabic</b> Advanced
<b>Tamil</b> Intermediate	