

MOHAMED SHAKKIR MP



CONTACTS

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PERSONAL INFORMATION

Date of Birth: 25/10/1995
Nationality: Indian
Religion : Islam
Name of Father: Saidalavi MP

PROFESSIONAL SKILLS

ARABIC Typing

MS WORD -Expert
EXCEL -Expert
MS soft wares -Expert
Photoshop -Intermediate

LANGUAGES

English
Arabic
Hindi
Malayalam

PERSONAL SKILLS

Leadership
Customer service
Problem solving
Analytical skills
Computer skills
Organization

EXECUTIVE SUMMARY

Executive management professional with more than 6 years of experience in Air cargo, Oil and Banking sectors in UAE and India. Proven ability to adapt to any sector and environment. Dynamic customer service and staff professional experienced and productive relationship builder.

EXPERIENCES

• AL BADER EXCHANGE, ABU DHABI - UAE

TELEX CLERK JUL 2022 - JUL 2024

Having 2 year experience in remittance and Wage Protection System (WPS). Targets and overall administration, AML analyzing, Responsible for development and growth of business.

Key and Responsibilities

- ✓ Ability to work accurately with interruptions, to meet deadlines.
- ✓ Overseeing all the cash Transactions & shipment status.
- ✓ Isolating problems and quickly identifying the solution.
- ✓ Vivid kinds of Speed Cash transactions (Instant cash, Western union, Express Money, Transfast, U remit, I remit, leader system, E mobile, Siddhartha remit, BCA-remittance.)
- ✓ Comfortable interacting with client senior management.
- ✓ Willing to take on extra responsibility and duties if necessary.
- ✓ Cash managements Payments / Receipts.
- ✓ Receive payments by cash, check, vouchers and Issue receipts, refunds, creditsto customer.

• KIRAN PETROLEUM (Indian Oil Corporation Ltd.)- INDIA

RETAIL OUTLET MANAGER JAN 2020 - DEC 2021

Outlet manager with 2 years of experience in petrol pump outlet sales, accounts, administration etc.

Key and Responsibilities

- ✓ Manage and schedule staff shifts.
- ✓ Ensure compliance with safety and environmental regulations.
- ✓ Staff Supervise daily operations of the petrol pump.

- ✓ Oversee inventory levels and reorder supplies as needed.
- ✓ Handle customer complaints and resolve issues promptly.
- ✓ Monitor financial transactions and maintain records.
- ✓ Coordinate with suppliers for timely fuel deliveries.
- ✓ Implement marketing strategies to increase SALES.

• **GENERAL SHIPPING AND FORWARDING SERVICE -INDIA**

Cochin International Airport Ltd. Nedumbasseri

CARGO OPERATION EXECUTIVE

JAN 2018 – DEC 2019

Experienced cargo agent with 2 years of experience in handling import and export international air cargo.

Key and Responsibilities

- ✓ Coordinate and oversee the handling of cargo at airports or shipping terminals
- ✓ Manage the documentation and paperwork for import and export cargo
- ✓ Communicate with clients to ensure timely and accurate delivery of cargo
- ✓ Handle any issues or complications that may arise during the transportation of cargo
- ✓ Customs clearance of the cargo
- ✓ Airway bill creation and processing

EDUCATION

- **DIPLOMA** **MAR 2018**
IATA Cargo introductory
- **HIGHER SECONDARY EDUCATION** **2012- 2014**
Computer Science
- **SECONDARY EDUCATION** **2002-2012**

SELF ACCOMPLISHMENT

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

MOHAMED SHAKKIR MP