



SHAHEEN K A

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Email: shashaheen514@gmail.com

VISA STATUS: VISIT VISA

AL NAHDA - DUBAI

Personal Profile:

Date of Birth : 4th April 1998

Gender : Male

Religion : Muslim

Nationality : Indian

Marital Status : Single

Personal Skills:

- Quality leadership with highest Sense of responsibility
- Organizing capacity
- Excellent communication
- Inter personal
- Self Confidence
- Flexible and Adaptive

Languages Known:

- English
- Malayalam
- Hindi
- Tamil

CURRICULUM VITAE

CARRIER OBJECTIVE

Seeking a challenging position that will maximize the use of my skills in order to achieve success for the organization. To combine organizational goals with individual goals and to values of hard work, and dedication

EDUCATION QUALIFICATION:

- Bachelor of Business Administration (University Of Calicut)
- PLUS TWO (Govt. of Kerala)
- SSLC (CBSE)

WORK EXPERIENCE

➤ OFFICE INCHARGE

ELANADU MILK PVT LTD,- Kerala (Feb2021- Apr 2023) :-

- Stock products and maintain department cleanliness.
- Manage departments
- Organizing company events, meeting and conferences.
- Attending meetings with senior management
- Maintaining and recording all accounting transaction
- Supervising and monitoring the work of administrative staff

COMPUTER PROFICIENCY:

- M S Office
- Tally

PASSPORT DETAILS

- Passport Number : X 7222742
- Place of Issue : Cochin
- Date of Issue : 20-03-2023
- Date of Expiry : 19-03-2033

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

SHAHEEN K A

