



SHAMEEM PM



ABOUT ME

Intend to become one of the most committed and dedicated Professional in a challenging & creative environment, which will help me to explore my full potential and grant me satisfaction, and thereby increasing the value for the organization and for me in personal.



CONTACT ME



Fujairah ,United Arab Emirates



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Shameem.pm99@gmail.com



Driving license: Light Vehicle
(12-2016)



Nationality: Indian



Date of Birth: 28-Aug-1992



TOP SKILLS



A team player with strong communication and coordination skill



Faster Decision Making and problem solving skill



Sales supporting and guiding



Inventory control & auditing



Well verse with M.S Office



Sound knowledge of Tally



Basic computer skill and internet skill



WORK EXPERIENCE

C-STORE SALES ATTENDANT CUM ACTING SUPERVISOR



Abudhabi National Oil Company (ADNOC)



04/2014 - Current

Kalba, Fujairah

- Customer service & Customer handling
- Responsible dealing with customer complaints
- Receiving and storing the delivery of large amount of stock
- Giving advice and guidance on product selection to customers
- Making daily and monthly report
- Preparing financial statement at the end of every months
- Stock maintenance and placing new orders on requirement
- Preparation of sales report
- Monitoring the petty cash



EDUCATION

BACHELOR OF COMPUTER APPLICATION



University of Calicut



06/2010 - 05/2013 (3 years)

HIGHER SECONDARY EDUCATION IN SCIENCE



Kerala Higher
Secondary Board



06/2008 - 04/2010 (1 year, 11 months)

SECONDARY SCHOOL LEAVING CERTIFICATE



Kerala Higher Secondary Board



06/2007 - 04/2008 (11 months)

COURSES

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)



Network academy Calicut



08/2013 - 02/2014 (6 months)

PUBLICATIONS

Project Details

OPDF (Online Public Distribution System):- A software which is usable in Fare price shoppe(FPS) for the flowing/distribution of goods from the Central Govt. to the end User(through State Govt.)



FOREIGN LANGUAGES

English (B1)

★ ★ ★

Arabic (B1)

★ ★ ★

Hindi (B1)

★ ★ ★

Malayalam (B1)

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