



SHAHEEN S.S.

☎ 0566746398 ✉ shaheenssvjmd@gmail.com

📍 Welbeck House, Al Barsha 1, Dubai, UAE

ABOUT ME

I am experienced in sales, marketing & customer service area for almost 4 years, expertized in operations coordination & administrative activities. Sound knowledge in office administration and ability to work under pressure is also an added advantage on my career.

WORK EXPERIENCE

Sales Executive

Lulu Hypermarket / Dubai / Dec 2019 - Jan 2022

- Customer handling on the sales department
- Promotion of Electronics goods & services
- Enhancing the sale & turnover of the sales department (Electronics Individual sales report preparation and activities reporting to sales manager at the end of the day)
- Achievement of monthly sales target

Sales coordinator

Popular Hyundai / Trivandrum / Dec 2018 - Nov 2019

- Promotion and sales of Hyundai Vehicles
- Conducting Sales promoting campaigns
- Collecting data's of customers interested in Hyundai vehicles
- Conducting spot booking events on Various areas

Electrician Trainee

Babu Electricals / Trivandrum / Jul 2017 - Nov 2018

- Learning the duties and responsibilities of an electrician
- Assisting senior electrician
- Familiarizing the mode of work conducting by the senior electricians
- Connecting the switch boards and assembling the MCB and fuses
- Cleaning working left overs and derbies
- Installation and maintenance of electrical equipment's and switch boards
- LT wiring
- Electrical circuit designing

INTERNSHIP

Electrician Trainee

Kerala State Electricity Board / Trivandrum / Apr 2017 - Jun 2017

Trainings Attended

- Sales force training conducted by Hyundai Motors India Limited (HMIL)
- Desktop Publishing and office administration training conducted by CDAC Govt of kerala

DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge & belief. My original documents will be provided upon request.

Shaheen S.S.

EDUCATION

Higher National Diploma

University Of Kerala
Trivandrum - 2018

Certified in 3 year Electrical and Electronics Engineering Diploma (EEE)

Higher Secondary school -
Computer Science,
State Board of Kerala
Education Trivandrum 2015

S.S.L.C.

Board of Education, kerala,
Trivandrum, 2013

PERSONAL DETAILS

Date of birth: 27th Dec 1996

Nationality: Indian

Visa status: Visit

Marital status: Single

SKILLS

- Customer handling and grievance management
- Ability to handle multiple languages
- Knowledge in computer and MS office

LANGUAGES

English, Hindi, Tamil, Arabic,
Malayalam