



SHANEEB ABDULLA U P

D. O. B : 07-04-1995

MaritalStatus : Unmarried

passport No. : X9988233

Nationality : Indian

CAREER OBJECTIVE

Secure a dynamic position in an innovative organization where i can enhance my capabilities and implement them for effective utilization to leverage my skills and mutual growth. Committed to contributing success through resourcefulness, innovation, and adaptability. Dedicated team player driving company objectives and personal development.

EDUCATION

Diploma in computerized financial accounting	2014
SMARTX (GOVT. OF INDIA)	
Diploma in airline travel management	2013
MS University, thirunelveli	
Diploma in public relation officer	2012
SMARTX (GOVT. OF INDIA)	
Higher Secondary (Commerce Stream)	2012
DHSS nellipuzha, mannarkkad	
Highschool (SCERT)	2010
DBHSS thachampara, palakkad	

EXPERIENCE

Supervisor November 2021 – November 2023
 LuLu online, Dammam KSA
 Ensure customer desired service and availability of product.
 Lead the team while the working hours.
 Advice Customers, Maintain Customer Files, Prepare Statements

Marketing officer May 2019 – September 2021
 Maanasa silks and sarees, mannarkkad
 Make Calls to Clients, Negotiate offer Schemes
 Generate contacts of bulk purchase customers for wedding or so
 Find and contact clients to ask about their purchase plans.

Front office administrator December 2018 – april 2019
 Purple group of companies, Dhoha, Qatar
 Maintain office environment in the systematic good quality .
 Prepare company staff visa payment records
 Keep files to communicate with management

Floor supervisor October 2017 – December 2018
 Choice wedding castle, mannarkkad, India
 Maintain stock and well hygiene
 coordinate sales executives and non sales staffs
 Floor and house keeping management

Tele marketing executive February 2016 – march 2017
 Safiya travels mannarkkad, India
 Manpower recruiting consultation and travel documentation.
 Respond to enquiries about recently posted gulf opportunities
 Enquiry generation through previous contact details and ads.
 Follow up candidates, who are respond positively.

CONTACT ME

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 Manaladi, tenkara,
 Mannarkkad-678582

LANGUAGE

Native malayalam .
 Fluent in English .
 Intermediate in Arabic
 Speaker in hindi
 Speaker in tamil

COMPUTER SKILLS

Spreadsheet.
 Slide presentation.
 Canwa

Skills

Leadership
 Focus
 Creative
 Innovative