



# Jamsheer Shaik Vakil

Dubai, United Arab Emirates  
+971554943651 | jamsheershaikvakil@gmail.com

 Jamsheer Shaik Vakil

## OBJECTIVE

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

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03/2024  
-  
8/2024

- **Inside Telesales**

Kanak Capital Market, UAE

Provide regular updates to clients regarding the status of their investment portfolios  
Inform clients of new investment opportunities within the stock market  
Source new clients through networking and cold calling  
Make changes in investment strategies based on market conditions  
Generating Revenue for company.

10/2021  
-  
02/2024

- **Cashier and Receptionist front desk**

Al Kabeer Hotel & Restaurant, Kuwait

Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately  
Answering screening and forwarding incoming phone calls.  
Managing all Transactions Details Accurately  
Making Cash and Card Transactions Easy for Customers  
Helping teams to maintain the Restaurant clean and welcoming.

04/2018  
-  
07/2021

- **Administratior and Team Leader**

DHL supplychain and Integrated Logistics Malaysia

Managing a Team of 20 Members For day to day Inbound and Outbound Operation with a briefing.  
Maintaining records of Transport with clients, including written correspondence, phone calls, emails, and meetings  
Maintaining business relationships with current and prospective clients in order to generate sales leads  
Making Purchase Orders and managing the Stock Inventory.

05/2014  
-  
03/2018

- **Telesales & Data entry operator**  
Indian Tobacco company  
Selling products using solid arguments and understanding to prospective customers  
Performing cost-benefit analyses of existing and potential customers  
Maintaining positive business relationships to ensure future sales

## EDUCATION

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2013

- **B.com**  
Yogi vemana university  
A grade

## SKILLS

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Multi Lingual

100%

Ms Office

100%

Driving

100%

Photoshop

100%

## LANGUAGES

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- English
- Arabic
- Hindi
- Urdu
- Telugu
- Bengali

## PERSONAL DETAILS

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- Date of Birth : 27/07/1987
- Nationality : Indian
- Gender : Male

## REFERENCE

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- **Ahmad Nazim bin Jamaluddin - Dhl supplychain and Integrated Logistics**  
Manager  
ahmad.nazim@dhl.com  
+60355439200