

SALEEM MAJEED

saleemplr@gmail.com



UAE: +971589042155
Whatsapp: +919633068990
Deira, Dubai, UAE

OBJECTIVE

To pursue a career in your growth-oriented organization for personal development and to contribute significantly by utilizing my potential, in making the organization achieve its long-term goal.

PROFILE

Target oriented, self-motivated able to set effective priorities to achieve immediate positive results.

Creative mind presentation, Reliable, Confident, Honest and Hard Working and result oriented.

Having excellent customer handling, communication skills.

WORKING EXPERIENCE 20+

3 Months Worked as a **Customer Service Manager** in **Capital Investment Pro** Bangkok, Thailand 2024

1 Years Worked as a **Accounts Manager** (Travel and Tourism & Documents Clearance) in **Leal International Management** Deira, Dubai, UAE From 2023 to 2024

1 Years Worked as a **Foreign Currency Cashier, WPS, Customer Service** in **Al Fuad Exchange** Sharjah, UAE From 2022 to 2023

3 Years Worked as a **HR Assistant & Administration, Manager, Accountant, Marketing Manager, Customer Service** in Advertising Company **Tabasoom Printing & Packaging LLC**, Dubai, UAE from 2019 to 2022

8 Years Worked as a **Treasury Cashier, Supervisor, CIT, Document Controller, Customer Service, Data Entry** in **Al Ansari Exchange L.L.C** Dubai, UAE From 2011 to 2018

2 Years Worked as a **Video Editor & CCTV Controlling** in **Excite Digital Media** Thrissur, Kerala, India from 2009 to 2011

5 Years worked as a **Applicator & Supervisor** in **Color Mix L.L.C** Dubai, UAE From 2004 to 2009

1 Years Worked as a **Video Editor** in **Shoba Digimax** Thrissur, Kerala, India from 2003 to 2004

2 Years Worked as a **Computer Instructor** in **ACE College Of Engineering** Guruvayoor, Thrissur, Kerala, India From 2002 to 2004

APPLICATION KNOWLEDGE

Hardware & Networking. Mac, Windows XP and MS Office utilities, MS DOS. System Programming in C & Dos. Well versed with usage of Internet & email etc...

Permanent Address:

Karuppamveetil house
P.O. Peruvalloor,
Thrissur Dist. Kerala,
India - 680508

Personal Data:

Father's Name:

K. V. MAJEED

Date of Birth:

07/04/1986

Gender:

Male

Nationality:

Indian

Religion:

Islam

Passport Number:

Y 7291644

Date of Issue

24/07/2023

Date of Expiry

23/07/2033

COMPUTER PROFICIENCY

Diploma in Computer Application (**DCA**). Postgraduate in Computer Application (**PGDCA**). Diploma in Desk Top Publishing (**DDTP**).
Postgraduate Diploma in Information Technology (**PGDIT**).
Video Editing (**Final Cut Pro (FCP), EDIUS, Adobe Premiere Pro**).

LANGUAGE KNOWN

English, Hindi, Malayalam, Tamil & Arabic

TECHNICAL QUALIFICATION

Diploma in computer hardware (**DCH**).
Diploma in computer maintenance & networking (**DCMN**)

OTHER SOFTWARE'S

Microsoft Office, Adobe Photoshop, Edius, COOL 3D Studio, Canopus, Pinnacle Hollywood FX, MPEG Video Wizard DVD, Video Studio, DVD Movie Factory, TMPGEnc, C,C+,etc...

ACADEMIC QUALIFICATION IN UAE

DPS in Dubai Police (Department of Protective System) Pass
DPS License 2012 2301 59627.
PSBD in Abu Dhabi Police (Private security Business Department) Pass
NSI, CITPSBD License 19863887.

ACADEMIC QUALIFICATION IN INDIAN

SSLC in **ST. Joseph Higher Secondary School** Pavaratty, Thrissur, Kerala, India.
PLUS, TWO in **Wisdom College** Pavaratty, Thrissur, Kerala, India.
BACHELOR'S DEGREE (B. Com) in **Wisdom College** Pavaratty, Thrissur, Kerala, India.

DUTIES

Foreign Currency Cashier & WPS, Manager & HR Assistant, Administration, Customer Service Manager, Accounts Manager, Designing & Video Editing, Control Room & CCTV Operator, Store keeper, Cashier, Supervisor & Document Controller.

Yours Truly,

SALEEM K.M

Cover Letter

SALEEM MAJEED
Deira Dubai
Mob: +971589042155
Mob: +919633068990

Dear Sir / Madam

I would like to introduce myself as an applicant for the **Manager, HR Assistant, Accounts Manager, Document Controller, Supervisor, CCTV Operator, Customer Service, Cashier and Teller, FC Cashier, Store Keeper, Video Editor, Office Work**. With any position my extensive work experience and formidable education as the foundation for my skills and abilities, I believe I can be a valuable team player at your company.

At my previous position as Manager of Clean-World, I effectively managed 100 employees. s All of them directly reported to me. I was responsible for overseeing the opening and closing of the store, ensuring that payroll was processed on time, auditing time sheets, and handling employee and customer concerns professionally.

My biggest priority was ensuring that the store ran smoothly and that all issues were addressed in a timely manner.

My ability to perform rests on the foundation of my education from University of Calicut. As a graduate from the bachelor degree, I understand what it takes to manage employees. I am well-versed in many aspects of business, including the financial portion.

However, my education and work 20 years' experience are tied together by my ability to empathize and communicate with others. I like to make people smile. It brings me great pleasure when an employee is truly succeeding and I get to promote them.

It is also very rewarding to please my customers.

Thank you for your consideration for me, I look forward to learning more about the company and its customers. I am positive that my education, care for others, and work experience will allow me to succeed as my work

Sincerely,

SALEEM MAJEED
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saleemplr2013@gmail.com