**SHIJAS PM**

Mobile: 055-3322739

Email : shijazpm@gmail.com

**CAREER OBJECTIVE**

 I aim to benefit the organization with my striking dynamism and undying zeal to perform outstandingly and assist the organization to achieve its all time high, wherein I can prove myself ensuring my expertise in related work areas.

**CORE COMPETENCIES**

* Achieve the target plus income within stipulated period allocated.
* Work under pressure schedules in order to meet the specified deadlines.
* Plot the individual course of action in order to accomplish the job assigned.
* Have learning attitude and I am willing to be a well trained professional in field of personal and secretarial jobs.
* Meeting the customers in person if needed for the sales purpose.
* Proven ability to answer customer’s questions and give information regarding the business procedures and policies in an exact and customer- friendly way.

**ACADEMIC DETAILS**

* Completed OFFSHORE course from Qatar Petroleum.
* Completed Diploma in Fire Fighting from Cochin shipyard.
* Completed Diploma in Fire and Safety Engineering.
* Passed +2(HSE) from Darul Uloom Higher Secondary School, Ernakulum .
* Passed 10th from St.Augustine High School, Ernakulum.

**IT SKILLS**

* Computer literate, able to use MS Office.
* Using different Internet browsing application.

**WORK EXPERIENCE**

* Working as Branch Manager in Emirates International exchange UAE, from 2017 and till now

Job Profile

1. Directing all operational aspects including distribution, customer service, human resources and sales in accordance with the bank objectives.
2. Providing training, coaching, development and motivation for bank personnel.
3. Developing firecasts, financial objectives and business plans.

* Worked as CSO with Emirates International Exchange UAE, from 2011 to 2017

Job Profile

1. To handle sale and purchase of Foreign Currency Notes
2. Ensure effective resolution &documentation.
3. To send and receiving remittances.
4. Promote promotion and other products
5. Give good services and make happy to customer loyalty
* Worked as Branch Trainer with LG Mobile Cochin, from Dec 2009 to Jan 2011

 Job Profile

1. To train the promoters and manage sales.
* Worked as sales promoters in LG Mobiles Cochin, from May 2007 to Nov 2009.

 Job Profile

1. To promote sales, achieving targets and daily reporting.

**PERSONAL TRAITS**

* Excellent communication skills to built relations with customers face to face.
* Excellent communication in the known languages with added written knowledge.
* Have an ability to learn things faster.
* Able to handle any critical situations.
* Confident and efficient in undertaking assignments with positive mental attitude.
* Ambitious nature.
* Practical thinking in critical situations.
* Will execute any duties with utmost commitment.

**PERSONAL DETAILS**

Date of Birth : 19th February 1988

Nationality : Indian

Religion : Muslim

Marital Status : single

Visa Status : Employed

Passport No. : G6491901

Languages : English, Hindi, Arabi & Malayalam

 (can read &write well too)

**DECLARATION**

 I hereby declare that the information given is correct to the best of my knowledge and belief, and that i have not withheld any information which might reasonably be calculated to adversely affect my suitability fire employment.

Yours truthfully,

**SHIJAS PM**