



ESEHAK GAZEEL

CAREER SUMMARY

A confident, multi-skilled and capable candidate with excellent knowledge of HR, sales and operations procedures as well as in field of administration and startup management. Seeking a progressive career in HR / Operations/ Sales/ Marketing/ Retail Managing positions with reputed entities using my professional, skills and creative thinking to gain future exposure, strength and experience and developing career perspectives.

WORK EXPERIENCE

- **Administrative executive trainee – Accuver Calibration Laboratory LLC- Dubai (United Arab Emirates)**
May 2021 – August 2021

Roles & Responsibilities

- General administration support.
- Certificates preparation.
- Data entry (Customer data base).
- Verifying and Maintaining office files.

- **International Business Development Associate - Cuemath (Cuelearn Pvt.Ltd) – Bangalore (India)**
June 2020 – April 2021

Roles & Responsibilities

- Building connection with leads and make them understand about the products and services.
- Backend operations.
- Converting the leads into potential leads and closing the deals.
- Keeping records for all the sales.

Dubai- United Arab Emirates

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eshakgazeel@gmail.com

PERSONAL DETAILS

DOB : 08/09/1995

AGE : 25

GENDER : Male

NATIONALITY : Indian

PASSPORT : P2516956

MARITAL STATUS: SINGLE

VISA STATUS : Visit visa

SKILLS

- MS office
- Problem solving
- Communication skills
- Positive attitude
- Decision making
- Team work and team management
- Multitasking
- Responsible

LANGUAGES

- English – Professional level
- Malayalam – Native
- Arabic – Read, Write
- Hindi – Read, Write, Speak
- Tamil – Speak

INTERESTS

- Volunteering
- Learning languages
- Reading
- Travelling
- Organising events.

➤ **Administrative coordinator -Shine Agencies–Kerala(India)
04/2018 – 07/2018**

Roles & Responsibilities

- Maintaining administrative workflow
- Dealing with employee’s coordination, daily reports, client relationships and implementing cost reductions in the company.
- Scheduling appointments with clients.

➤ **Worked as a part time Operations Assistant for 1 year at Muzris
Choice Event Management-Kerala(India)**

Roles and Responsibilities

- Taking proper care during the events that everything is going well and in the proper manner.
- Reviewing the event upon its completion to understand the pros and cons to be taken care of.

QUALIFICATIONS

- **Master of Business Administration**
(Human Resource and Startup Management).- 2018 – 2020
M.S Ramaiah College of Arts, Science and Commerce, Bangalore
Bengaluru Central University, Bangalore (Karnataka – India) CGPA: 6.49
- **B.Com (Commerce) 2015-2018**
De Paul Institute of Science and Technology - **Mahatma Gandhi**
University, Kottayam (Kerala-India) - CGPA : 6.53

PROJECTS

- A study on Customer Satisfaction in UBER (Online taxi service) (2018).
- A review on the Application based rental services provided by Uber Inc. in the city of Bangalore (Karnataka-India) (2019).
- A study on Customer feedbacks of food delivery application Swiggy (2020)