



☎ : (+971) 55 752 5145

✉ : Shameelem13@gmail.com

in [linkedin.com/in/shameel-em-42039166](https://www.linkedin.com/in/shameel-em-42039166)

📍 Dubai

UAE

Sales & Marketing Executive

SHAMEEL EM



مصرف أبوظبي الإسلامي

SUMMARY

Engaged and motivated Human Resources & Marketing Coordinator with 8+ years of experience. Recognized for collaborating and creating business solutions through the practical application of HR principles and/ or operational initiatives. Successful working in fast-paced and challenging environments bringing solid HR acumen to the business. To seek a position where I can utilize my skills with a well-established organization in a stable environment that will lead to a lasting relationship.

SKILLS

Human Resources, Marketing, Microsoft Office, Administrative, Recruiting, Advance Business Writing, Problem Solving, Team Work Data Management Communication.

Work Experience

Marketing Executive



Administration Dept 2020 – Present. (Convo Sync IT Solutions . GCC)

- Promoting the company's existing brands and introducing new products to the market.
- Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.
- Implementing new sales plans and advertising
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities
- Build and develop the business case, provide relevant and sound business & technical advice to the customer
- Work with the consultants to understand the potential solutions, formulate a winning strategy.
- Answering any technical questions the client might have
- provide technical advice to customers on all aspects of the installation and use of computer systems and networks, both before and after the sale
- contribute to team or progress meetings to update and inform colleagues.

Sales & Marketing Officer

Administration Dept 2018 Feb – 2019-Dec. (Moosa Mohammed Ali Garments L.L.C)

- Oversee all inventory and equipment purchases, identifying areas of potential savings.
- Improved profits by nearly 10 percent
- Review delivery orders to ensure supply is met, taking availability, cost, manufacturing process, and lead times into consideration.
- Create forecast of demand to be prepared for upcoming requirements

Abu Dhabi Islamic Bank 2014 – 2017. (Kawader Services HR Operation Dept)

- Evaluated timecards for accuracy on the regular and overtime hours.
- Sent notices to employees and subcontractors regarding expiring documentation.
- Coordinated and conducted new hire pre-interviews.
- Edited job position announcements before authorising a post.
- Maintain both hard and digital copies of employees' records
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contract
- Coordinated employment offers with management and extended offers to selected candidates
- Evaluated timecards for accuracy on the regular and overtime hours.
- Sent notices to employees and subcontractors regarding expiring documentation.
- Coordinated and conducted new hire pre-interviews.
- Edited job position announcements before authorising a post.
- Maintain both hard and digital copies of employees' records
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contract

Training Coordinator

Abu Dhabi Islamic Bank 2010 – 2013. (Training & Development Dept)

- Supported Chief Operating Officer with daily operational functions.
- Handling the summer training students and work placement issues
- Preparing summer training evaluation reports
- Coordinate and follow up on all in house training courses arrangements
- Preparing and issuing training courses certificates for staff who attended in house training programs
- Keep well organized filing system for local and overseas courses
- Coordinate and follow up all courses arrangement with contacted outside ADIB training centre

EDUCATION

2007

SECONDARY SCHOOL (GOVERNMENT OF KERALA)

2008- 2009

HIGHER SECONDARY (GOVERNMENT OF KERALA)

2010 -2013

B B A. (TECHNO GLOBAL UNIVERSITY)

2019

MBA (ON GOING)

CERTIFICATION

AML ANTI-MONEY LAUNDERING
MCP MICROSOFT CERTIFIED PROFESSON
ADVANCE BUSINESS WRITING SKILLS

Spearhead
Training

PERSONAL DETAILS





D.O.B 01/11/1990
VISA VISIT VISA
NATIONALITY INDIAN
DRIVING LICENCE MANUAL

REFERENCE

Name : AHMED MOHAMMED DIB
Position : Sr.HR Operation Officer & Recruitment Officer
E mail Ahmeddib@adib.com

ADIB  مصرف أبوظبي الإسلامية

LANGUAGES

ENGLISH : 
ARABIC : 
HINDI : 
MALAYALAM : 
TAMIL : 

DECLARATION

I hereby declare that the above written particulars are true to the best of my Knowledge and belief.

SHAMEEL EM