

CURRICULUM VITAE

SHIHABUDEEN

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OBJECTIVE:

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional atmosphere

EXPERIENCE:

Ration Shop 2020 – 2021 - (One Year)

(Central Govt Undertaking)

- ❖ Sales & Billing
- ❖ Supervising
- ❖ Stock Handling with FIFO Method

Surana Granite 2010 – 2020 (Ten Years)

Sales / Supervisor

- ❖ Treat all customers equally and with respect & courtesy
- ❖ Provide timely service and making the customer feel rushed
- ❖ Discussing solutions with customers and booking appointment with advisors
- ❖ Cash handling and management
- ❖ Fulfil the customer Requirement
- ❖ Show a positive attitude of care , concern ,and helpfulness
- ❖ Take initiative and anticipate the customer's needs.

Electrician 2005 – 2010 (Five Years)

- ❖ Install , Maintain and Repair electrical wiring , Equipment and fixtures
- ❖ Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.

EDUCATION:

ITC	Electrical Engineering	2005
SSLC	GHSS PANJAL	2001

COMPUTERSKILLS:

- ❖ MS Office
- ❖ Experience in Billing

SKILLS:

- ❖ Excellent communication skills with a focus on customerservice.
- ❖ Strong analytical & grasping skills.
- ❖ Efforts with full dedication
- ❖ High level of initiative &independence
- ❖ Day to day interaction with Consultant Team for effective monitoring of work
- ❖ Assisted customers with explaining product knowledge and application
- ❖ Provided customized customer service with detailed product knowledge
- ❖ Utilized strong product knowledge and expertise in customer service skills, when applying advanced sales techniques to increase sales and profitability
- ❖ Displayed and sold jewelry and watches utilizing extensive product knowledge and customer service

PERSONALDETAILS:

Date of Birth	: 16/10/1985
Gender	: Male
Nationalty	: Indian
Passport No	: N47986
Passport Validity	: 04/12/2025
Visa type	: Visit Visa
Validity	: 90 Days

LANGUAGES KNOWN:

- ❖ English
- ❖ Hindi
- ❖ Malayalam
- ❖ Tamil

DECLARATION:

I Shihabudheen, hereby declare that the above furnished particulars are true to the best of my knowledge and belief.

Shihabudheen

