

Curriculum Vitae

Shahanas

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Abu Dhabi

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CAREER OBJECTIVE

“To work in an environment of a highly dynamic company which offers me challenging opportunities to utilize and implement my knowledge and skills to the fullest and enhance my knowledge and growth up to the highest level”.

PERSONAL HIGHLIGHT

- Customer Focus skills by helping internal or external customers & to meet or exceed their expectation.
- Comfortable interaction with people from diverse culture
- Successful in dealing with people at all level good interpersonal communicator
- Capable of working alone, without supervision, and a Good team worker as well.
- Personal characteristics: attitudes and outlook; people who like working with and serving people, to be friendly, polite and helpful.
- To be patient and diplomatic when dealing with complaints.
- Flexibility to do different tasks.
- Ability to follow procedures correctly.
- Confidence in giving advice and information.
- Customer service skills.

WORKING EXPERIENCE

➤ STORE KEEPER DOCUMENTS CONTROLLER AT LULU INTERNATIONAL JEDDAH (KSA) - 2017 to 2019

Duties Performed as Store Keeper:

- Supervisor – Manager, Materials Management or Materials Manager.
- Provide materials counter assistance.
- Peers and co-workers – Storekeepers, Buyers, Sourcing Managers and Analysts.
- Provide training and support in “hard goods” inventory management methods and SAP transactions.
- Main point of contact for Giovane market item management including Dataworks/ Birchstreet.
- Organization: Effective management of projects, deadlines, and work load prioritizing; putting things together in an orderly and functional whole.
- Assists the Purchasing Manager with the monthly inventory & preparation of non-moving and slow moving item list.

Duties Performed as Documents Controller:

- Collect and maintain all documents to arrange an organized filing system
- Responsible for maintaining an organized and centralized document management system for receiving, data entering, distributing, filing and archiving of all type of documents.
- Document registration and tracking of all type of documents in Excel spreadsheet including Correspondence, Transmittals, circulars, memos, Drawings etc.
- Maintain document control System and generate the document status reports.
- Providing administrative support for the all team.
- Supervise all the activities in Document Room for effective document control, assures efficiency and properly implementing the document procedures.
- Direct Relation with Client people by sending receiving of Documents electronically.
- Liaise with all departments regarding the status of files and retrieve as required.

➤ OFFICE ADMINISTRATION & DOCUMENTS CONTROLLER FOR NOOR AL DOHA TRADING AJMAN U.A.E (2015 to 2017)

- Supply correct information to customers.
- Interact with customers / clients to provide information in response to inquiries about the services and to handle and resolve complaints.
- Around managing and distributing information within an office, This generally includes answering phones, taking memos and maintaining files.
- In charge of sending and receiving correspondence.
- Responsible in ensuring company's customer / clients receive an adequate level of service or help with their questions and concerns.
- Maintain client relation & ensure customer satisfaction.
- Provide administrative support to the office.
- Receive and process incoming & outgoing mails.
- In-charge for staff attendance.
- Keeping a record of all outgoing courier, Invoices.
- Coordinate in purchasing office supplies.
- Organize and maintain personnel records & update internal databases.
- Arrange travel accommodations and process expense forms.
- Manage the flow of documentation within the organization.
- Check and Maintain INVOICE

➤ COCHIN INTERNATIONAL AIRPORT – KERALA, INDIA (January 2013 to December 2013)

- Ground operation

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

- Bachelor of degree B.com - Shridhar University, India November 2014
- Arabic and English Translation literary Programme (January – June 2014)
- IATA – Completed in 2012

- Higher Secondary, Kerala, India - March 2013
- Secondary level, Kerala, India - June 2006

COMPUTER SKILLS

- Accounting Software's : Peach Tree
- Operating Systems : MS Dos, Windows2000/XP
- Software Packages : Photoshop ,AutoCAD

PROFICIENCY IN LANGUAGE

English, Hindi and Malayalam (speaking fluently)
 Arabic (read and writes only)

ACHIEVEMENTS AND EXTRA CURRICULAR

- Participated in district level football tournament on higher secondary
- Served volunteer in souhridham charitable trust Kerala India and involved in social and cultural activities
- Served as a volunteer in NCC (National Cadet Corps) on high school.

PERSONALITY TRAITS

- Self motivated with strong negotiations and presentation skill
- Unnatural communication skill in verbal and written both.
- Give the best result in pressure situation

PERSONAL DETAILS:

Date of Birth : 24-04-1990
 Gender : Male
 Marital Status : Married
 Nationality : Indian
 Visa : Visit Visa
 Passport no: : L 9075345

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief as on this date.

Reference and documents: available on request

SHAHANAS THEPARAMBIL