

## RESUME



### SHALAH EMMANUAL

#### Contact:

Mob: +971 54 368 7784  
shalusudhir82@gmail.com

#### Personal Details:

Fathers Name: Sudhir Emmanuel  
Date of Birth: 15/05/1999  
Nationality : Indian  
Marital Status: Single  
Languages Known: English,  
Malayalam,  
Hindi

Hobbies : Sports,  
Music,  
Reading.  
Passport No : R0351115

**UAE Driving Licence : YES**  
**Lisence No : 4050639**

#### CAREER OBJECTIVE

I am a self-starter, with strong positive attitude, good organizational skills with a very strong mindset for hard work and commitment to the task given. Respect time and thus manages it well and a very good listener.

#### WORK EXPERIENCE

- Sales Coordinator - HORECA (MH Enterprises, Dubai)
- Customer Service Executive - LOGISTICS (MH Enterprises, Dubai)
- Administration
- Educational Admission Coordinator
- Call center executive

#### SKILLS

- Process Management
- Time Management
- Sales coordination
- Data Collection and Management
- Decision Making
- Language Skill
- Self Motivation

#### QUALIFICATIONS

- BE - Civil Engineering (pursuing )
- Higher Secondary (+2)
- SSLC

#### COMPUTER KNOWLEDGE

Microsoft Word  
Microsoft Excel  
Microsoft Powerpoint  
Microsoft Outlook  
C  
C++  
Internet Application

#### DECLARATION

I hereby declare that the information provided as above is true and correct to the best of my knowledge

Shalah Emmanuel  
Dubai