



shuhaib.marshall@gmail.  
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Sharjah, UAE 6899

## SKILLS

- Microsoft Office ( Word, excel, power point)
- Adobe Photoshop
- Video editing

## INTERESTS

Explore, Travel, Long  
drive, Nature, Food  
hunting, Shopping

## LANGUAGES

English

Bilingual or Proficient  
(C2)

## Malayalam

Bilingual or Proficient  
(C2)

# SHUHAIB THEYYAB

## DESCRIPTION

Seeking to obtain a a career in a reputed organization that provides valuable experience and work skills which will help in getting a base for the utilization of my education and talent.

**Areas of expertise- Sales/Marketing , Admin assistant, Administrative support, Customer happiness service and Banking restructure support.**

Nationality: Indian

DOB: 16-02-1998

UAE D/L: Yes

## WORK HISTORY

July 2020 - Current **RAK BANK ( Channel Partner ) - Restructure and Settlement Processor**, Sharjah, UAE

- Providing highly professional closure solutions for the Personal Loan and Credit card. Raising settlement plan for the customers who is willing to clear the card and close it. Providing restructure plan for a long term plan in order to make it convenient for the customers.
- Examined financial statements and records to collect important details and verify calculations.

March 2018 - December 2019 **Metro Printing Press - Administrative Support Officer**, Sharjah, UAE

- Manage office supplies stock and place orders . Prepare regular reports on expenses and office budgets. Maintain and update company databases. Organize a filing system for important and confidential company documents. Update office policies as needed.
- Directed automation of office procedures such as correspondence management, recordkeeping and online communications.

## Hindi

Advanced (C1)

## Arabic

Elementary (A2)

June 2017 - December 2017 **DU - Sales /Marketing Executive**, Sharjah, UAE

- Marketing and sales of various new products like netsetters, connectors etc for DU and the internet connection.
- Collaborated with developers, advertisers and production managers to market products and services.

February 2016 - February 2017 **Sharjah Aviation Services, Sharjah International Airport - Passenger Ground Service Agent**

- Dealing with passenger enquiries about flight departure and arrival. Verifying documents and boarding pass before departure processing.
- Maintained energy and enthusiasm in fast-paced environment.

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## EDUCATION

Master of Business Administration: Finance Management **Jaipur National University**, Expected in September 2022

Bachelor of Arts: Finance And Marketing **Bucking Hamshire University**, United Kingdom, March 2019

High School Diploma **Sharjah Indian School** , Sharjah, UAE  
CBSE All India Secondary Education- Grade 12 ( Commerce )

Passenger Ground Service **Sharaf Aviation Services Academy**, Dubai, UAE