



Jelin Jeeva Justin

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CAREER OBJECTIVE

- To succeed in an environment of growth and excellence that provides job satisfaction and self-Development and help me achieve personal as well as organizational goals.

SYNOPSIS

- Self-motivated; able to set effective priorities and handle multiple assignments under high pressure within tight deadlines; adapt easily to new concepts and responsibilities.
- Widely experienced in Financial Statement Analysis, Risk management, Credit Proposal Write up, Credit Monitoring, Data management, Internal and External Customer service with the best of skills in developing and executing business communication.

PROFESSIONAL SKILLS

- Dedication and commitment to responsibilities and hard work to reach the objectives.
- Possess honesty & the ability to work hard.
- Enthusiasm & Positive Attitude
- Good working knowledge of MS Office (Excel, PowerPoint, Word, PDF, Outlook and Internet, JAVA)
- Proven experience in problem solving, navigating through complex challenges.
- Good communication skills.
- Ability to keep clear and accurate records and reports.
- Analysis and strategic insights.

SCHOLASTICS

Examination	Institute / Board	Year of Passing
Bachelor of Commerce (Finance & Accounts)	Annamalai University	2022
Higher Secondary School Certificate	CBSE Board	2018
Secondary School Certificate	CBSE Board	2016

WORK EXPERIENCE

Department of Health- Abu Dhabi (Project by Etisalat)
Human Resources/Project Coordinator: April 2020-February 2022

- Assist in managing recruitment and hiring process.
- Assist in monitoring candidate identification and selection process.
- Performs quality control on candidate identification.
- Well-versed in supply management and practices.
- Prepared accurate report for upper management.
- Coordinating with the logistics staff.

- Strong communication and negotiating skills with suppliers and customers.
- Supervised the entire work flow of the team.
- Updated filing and achieving of related documents.
- Quality control of the supply received.

Etisalat -Abu Dhabi

QA & Data Entry: March 2019-May 2019

- Pulling materials, packing boxes, placing orders in delivery area.
- Taking control of inventory, equipment maintenance, documentation, and data entry.
- Keeping a stock control system up-to-date.
- Supervise the delivery of items.
- Ensuring that all defective products are segregated and properly labelled.
- Performed related activities as instructed by the operational manager.
- Ensures stock is delivered as per the order requirements.
- Ensures that periods stock counts are conducted and the reported to operational manager.

DAMAC PROPERTIES – DUBAI

Sales Executive: April 2018-July 2018

- Promoted company services.
 - Responsible for selling the apartments, villas and promoting them.
 - Provided excellent customer services
 - Setting a vision to achieve the monthly target.
 - Prepared sales report review.
- Answering client queries and ensuring the clients meets the requirement.

THREADS – Dalma Mall

Sales Executive: October 2018-January 2019

- Worked as a cashier:
 - Records and reports the daily worksheet to the general ledger system.
 - Dealt with cash and credit card payments.
- Customer Service and Counter Service.
- Responsible to handle the customer requirements, answering the telephones, drafting mails, dealing with cash etc.

Emirates Industries LLC- Abu Dhabi

Sales Representatives: August 2019- November 2019

- Worked as a cashier, customer service and counter service representative.
- Responsible to maintain the KPI and to handle the customer requirements, answering calls, dealing with cash etc.
- Processed all type of payments with cards and cash.
- Tracking and solving all the customer queries.
- Meets and exceeds sales goals and quotas
- Ensure the shelf stock is clean and the stock is damaged/expired

Customer Service- Events (Abu Dhabi) Part time events since 2018

- Judo
- Asian football confederation (AFC)
- The pope event
- Formula 1
- Science Festival
- ADIPEC-ADNOC
- Special Olympics
- Mother of Nation

PERSONAL SKETCH

- **Date of Birth** : 7TH January 2000
- **Marital Status** : Single
- **Nationality** : Indian
- **Languages known** : English, Tamil, Malayalam, Hindi(Basic)
- **Visa Status** : Residents Visa (father)
- **Hobbies** : Reading, travelling, dancing.
- **Licence** : Valid UAE Driving License

I solemnly declare that all the information furnished in this document is free of errors of the best of my knowledge.

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