

# TK SHAHANAD

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☎ 0501823600

📍 Dubai

📅 23/04/1999

🚩 Indian

👤 single

♂ Male



## Profile

To Employ my Knowledge & experience with the intention of securing professional career with opportunity for challengers and career advancement while gaining knowledge of my new Skills & Expertise

## Education

01/2017 – 04/2020

Tamil Nadu, India

**Madurai Kamaraj University , Tamil Nadu, Bachelor Of Commerce**

01/2015 – 04/2017

Kannur Kerala, India

**Deenul Islam Sabha Higher Secondary School , Kannur, Higher Secondary Education**

## Professional Experience

08/2022

Bluewater's Dubai, Dubai

**CAESARS PALACE DUBAI, Administrative asst & Inventory**

- Assistant the Coordinated Meetings , Appointments
- Managed the Front Office and Answering the Calls & Operational
- Using the ADCO software for New Purchase and Reorder Purchase
- Received and Count Stock Items and Record data manually & In Excel Sheet
- Making Purchase Order In ADCO Software
- Kept Records on the use or damage of stock handling Equipment
- Assist the cost control in the monthly stock taking

Kannur Kerala, India

**Al Hind Tours & Travels, Customer Services**

- Getting Useful and Information Feedback From Customers
- Contracting new & Existing Customers by Phone or Direct Meets
- Ensuring that the Customers has the Demanding & Difficult Customers
- Building the Strong Relationship with Clients
- Understanding customers needs and provide appropriate Solutions
- Handling the Emails and Calls

Kannur Kerala, India

**ABC Group, Purchase Assistant**

- Responsible for the Coordination of the Purchasing Functions With others Departments and Suppliers
- Processed All Assigned Special Purchase Request
- Responsible for departments Record - Keeping ,Filing , Routing Purchase Order ,LPO , Invoices Payment Terms
- Maintained & Created A variety of report Related to out of Stock & Shortages
- Strong Relationship in Suppliers

Certificates

<b>IATA</b> International Air Transport Associations	<b>Diploma in Logistics &amp; Supply Chain Management</b>	<b>E Accounting</b>
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Professional Skills

MS Office Specialist	Inventory Management
Tally Ace	General Accounting
Quick Book	

Skills

Interpersonal & Leadership	Team Managment
Verbal & Written Communication Skills	Time & Priority Managements
Conflict Resolutions	

Languages

• English	• Malayalam	• Hindi
• Tamil		

INTERESET

Travel

Cricket