



SHINAS P

ABOUT

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- shinaskkv123@gmail.com
- Dubai, UAE

PASSPORT INFO

- Passport No : R5020756
- Date of Issue : 04/11/2017
- Date of Expiry : 03/11/2027

PERSONAL INFO

- Nationality : Indian
- Gender : Male
- Date of Birth : 24/02/1996
- Marital Status : Single

KEY SKILLS

- Quality Standards
- Financial Management
- Contract Management
- Business Planning
- Business Administration
- Player Engagement
- Supervising Employees
- Sales Expertise
- Product Promotion
- Staff Management
- Data Analysis
- Operational Efficiency

PROFILE SUMMARY

Experienced **Supervisor** leading team members on-time job completion. Assign tasks, train employees, provide feedback, mediate interpersonal conflicts and implement company procedures. Excellent communication and listening skills. Provide leadership and vision which drives teams to meet goals.

WORK EXPERIENCE

Supervisor

Leptis Group
Dubai, UAE

01 Year

Roles & Responsibilities :

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Handled customer complaints, resolved issues, and adjusted policies to meet changing needs.
- Monitored workflow to improve employee time management and increase productivity.
- Evaluated employee performance and coached and trained to improve weak areas.
- Achieved results by working with staff to meet established targets.
- Maintained compliance with company policies, objectives, and communication goals.
- Collected, arranged, and input information into database system.

Sales Executive

Leptis Group
Dubai, UAE

01 Year

Sales Executive

Maruti Suzuki
Kerala, India

01 Year

Travel Coordinator & Ticketing

Skyborn Tours & Travels
Kerala, India

01 Year

AREAS OF INTEREST

- Sales & Marketing
- Human Resource
- Tours and Travels

SOFTWARE PROFICIENCY

- MS Office
Word | Excel | PowerPoint
- I trade
- Galileo

LICENCE DETAILS

UAE Driving Licence Holder

LANGUAGES KNOWN

English	●	●	●	●	●
Hindi	●	●	●	○	○
Malayalam	●	●	●	●	●
Tamil	●	●	○	○	○

HOBBIES & INTERESTS

- Music
- Travel
- Sports
- Movies

 **Receptionist**
Orange County Resort
Karnataka, India
01 Year

EDUCATION



Diploma in IATA UFTAA Foundation
Akbar Academy
Malappuram, Kerala, India
2019



BA Travel and Tourism Management
University of Calicut
Kerala, India
2014 - 2017



Higher Secondary
Board of Higher Secondary Education
Kerala, India
2012 - 2014



Secondary
Board of Public Examination
Kerala, India
2011 - 2012

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

SHINAS P