



Contact Details



ABU DHABI ,



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SHAFIN NOUSHAD

CAREER OBJECTIVES

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

PERSONAL DETAILS:

Date of birth : 04/07/1995

Sex : Male

Marital status : Married

Nationality : Indian

Languages known : English, Malayalam

EDUCATIONAL QUALIFICATION

- **ANNA UNIVERSITY (2013 – 2017)**
B.E Computer Science Engineering under Anna University.
- **Plus Two (2011- 2013)**
Model Public School, Pallipuram, Trivandrum under Central Board of Secondary Education.
- **S S L C (2011)**
Model Public School, Pallipuram, Trivandrum under Central Board of Secondary Education.

COMPUTER SKILLS:

- **Basic Computer operations** – (Microsoft office)

EXPERIENCE

Store Keeper, Supervisor – Lekker Koss Restaurant, Kazhakoottam

JAN 2021- JAN 2022

- Preparing purchase requisition.
- Selection and Recruitment of staffs.
- Preparing daily Reports.
- Marketing and promotions.
- Taking month end stock
- Handling over all income and expense.
- Comparing Items Quality and Rates.
- Check quality & quantity of goods while receiving.

Receptionist cum Administrator, Madhav's Modern Dental Speciality Clinic. Trivandrum. Kerala

MARCH 2020- NOVEMBER 2020

- Welcome patients, pharmaceutical representatives, and other visitors to our medical office
- Answer patient questions and provide assistance and directions when necessary
- Track all phone calls that arrive using our general office number
- Utilize our medical office software to schedule new and follow-up appointments for our patients
- Respond to emails that arrive using the general office email address
- Oversee the development and implementation of programs and policies for patient services, quality assurance, public relations, and department activities.
- Evaluate personnel and prepare daily reports.
- Assist with recruitment, consenting, screening, and enrolment of personnel.

DECLARATION:

I do hereby declare that the details given above are true and correct to the best of my knowledge and belief. In future, if any information is found to be false is shall be responsible for the consequence.

SHAFIN NOUSHAD