



Shahil Shahil

Țara sau orașul preferat: Czechia  
Salariu : De la 700 EUR  
Programul de lucru Ocuparea integrală  
offer.cv.ready-to-relocate.label common.yes.label

Descrierea CV-ului

Motivated and hardworking individual with over 4 years of experience in the travel and office sector. Currently working in Dubai as an Archives Clerk, and previously engaged in sales, customer service, and office support. Physically fit, a quick learner, and ready to take on blue-collar roles such as waiter, warehouse assistant, or cleaner. Holding a valid Indian passport and open to relocation to any European country. Willing to work in flexible shifts with a positive, team-oriented attitude.

Experiență

01.03.2025 – Pana acum

KHOST MANGAL TRAVEL AND TOURISM LLC  
ARCHIVES CLERK

•Maintained, organized, and updated the company’s physical and digital filing systems, ensuring accuracy and compliance with internal standards. •Managed sensitive employee and client records, including visa files, travel documents, and HR records, while upholding strict confidentiality. •Digitized physical documents and archived them systematically using Excel and document management software. •Coordinated with HR and travel departments to ensure timely access to records for audits, visa processing, and operational tasks. •Implemented an efficient classification system to improve retrieval time and reduce document misplacement. •Monitored document retention schedules and ensured proper disposal of outdated files. •Assisted in internal audits by providing accurate and organized documentation upon request. •Supported general administrative tasks including email correspondence, document scanning, and coordination with external agencies.

offer.blocks.education.title

Învățământul medie  
English – elementary