



MUHAMMED SHAHEER V K

CONTACT

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Dubai, UAE

ACADEMIC CREDENTIALS

MBA in Marketing and HR | 2020

- Bangalore North University
- Koshy's institution of management studies, Bangalore

B.COM IN FINANCE | 2018

- Calicut University
- Lement College of Management, Pattambi

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally Prime	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

PROFESSIONAL SKILLS

- Knowledge of content policies and guidelines
- Proficiency in relevant tools and technologies
- Sales and marketing expertise
- Strategic thinking
- GST-Accounting
- VAT-Accounting
- Customer focus
- Negotiation and persuasion

PROFILE SUMMARY

❖ Accomplished and detail-oriented professional having 2+years of experience as Content Reviewer/Google Process and Business Development Executive. Adept at conducting accurate and efficient content reviews while maintaining a high level of quality and consistency. Understanding of policy frameworks and have the ability to work collaboratively with cross-functional teams to ensure compliance with policies and guidelines. Experience in sales and marketing, skilled at identifying potential business opportunities, prospecting, networking, and closing deals. Excellent communication and interpersonal skills, combined with a strategic thinking and problem-solving approach, enable to analyze market trends. Seeking a challenging position in a reputed organization where use my skills and experience.

KEY SKILLS

Team Work	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Confidentiality	Communication	
Problem Solving Ability	Attentional to detail	Interpersonal skills	

EMPLOYMENT CHRONICLE

Representative, Operations. ep 2021- Apr 2023
CONCENTRIX DAKSH PVT LTD, BANGALORE, INDIA

KEY RESPONSIBILITIES

- Reviewing and analysing user-generated content, including text, images, videos, and audio, to ensure compliance with content policies and guidelines.
- Providing accurate and objective feedback on the quality of the content and identifying any violations of policy, including hate speech, spam, and graphic content.
- Conducting investigations into reported violations and taking appropriate action, such as removing or flagging content or escalating to higher authorities.
- Participating in training and calibration sessions to stay up-to-date with policy changes and guidelines and maintain consistency in content review decisions.
- Collaborating with cross-functional teams, including policy specialists, engineers, and customer support teams, to identify opportunities for process improvements and provide feedback on policy efficacy.
- Keeping track of key metrics and providing insights on content trends to inform policy development and improve the overall quality of user-generated content.
- Maintaining a high level of quality and productivity while working independently in a fast-paced environment with shifting priorities.
- Monitoring and maintaining the productivity report.
- Tier 2 Employee

INTERNSHIP

- Worked as an intern in Prince TMT Steels, Pattambi

ACHIEVEMENTS

- Member of Cultural Club /Coordinator CPC (Campus Placement Cell)/ SST Coordination Team. Coordinating with Soft Skill Training Team for assessments, team training and reporting in prescribed formats
- Participated in Disaster impact Survey in Bangalore held on 2019
- Participated in National Conference of innovative management practices for business excellence held on 16th november 2019
- Worked as school football team Captain

LANGUAGES KNOWN

English	<div></div>	100 %
Malayalam	<div></div>	100 %
Hindi	<div></div>	85 %
Tamil	<div></div>	85 %

PASSPORT DETAILS

Passport number	: P9137938
Date of expiry	: 16/04/2027
Place of issue	: Cochin
Visa status	: Visiting Visa
Date of validity	: July 2023

INTERESTS



Songs



Travelling



Reading

BUSINESS DEVELOPMENT EXECUTIVE | May 2020- Apr 2021

PRINCE TMT STEELS & ALLOYS PVT LTD, KERALA, INDIA

KEY RESPONSIBILITIES

- Identifying new business opportunities and developing strategies to target potential clients or customers.
- Building and maintaining strong relationships with existing clients and stakeholders, and identifying opportunities to upsell or cross-sell products or services.
- Conducting market research and analysis to identify emerging trends, potential new markets, and competitive landscape.
- Developing and implementing sales and marketing strategies to increase revenue and achieve business goals.
- Participating in networking events, conferences, and trade shows to promote the company's products or services and identify potential partnerships or collaborations.
- Collaborating with cross-functional teams, including marketing, product development, and customer service, to ensure effective communication and coordination of business development efforts.
- Preparing and delivering presentations, proposals, and pitches to potential clients or customers.
- Negotiating contracts and agreements with clients, ensuring adherence to company policies and regulations.
- Keeping track of key performance indicators and providing regular reports to senior management on business development activities and results.

INTERNSHIP

Business Development

- PRINCE TMT steels & alloys Pvt Ltd ,Pattambi

PROJECT

- Students Attitude towards entrepreneurship
- The Effectiveness of Advertising and promotion activities of Prince TMT steels PVT LTD

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 08/11/1997
Nationality	: Indian
Marital Status	: Single

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MUHAMMED SHAHEER V K