



## Shahil Shahil

Preferred country or city:	Czechia
Salary:	From 700 EUR
Sector of activity	Hospitality & catering
Employment Type	Full time
Ready to relocate	Yes

## CV content description

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.

## Experience

01.03.2025 – Till the present day

**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- Monitored document retention schedules and ensured proper disposal of outdated files.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.

## Education

Middle

English – elementary