

# SHALEEH M A



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[shaleehsali281@gmail.com](mailto:shaleehsali281@gmail.com)

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## OBJECTIVE

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and Leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills.

## EXPERIENCE

February 2022 - 2024

### Supervisor (MA Glass House-India)

- Establish clear expectations and goals for the team.
- Plan and schedule work, ensuring efficient use of Resources.
- Lead, motivate, and inspire team members creating a positive work environment,
- building trust and respect among team members to achieve the goals.
- Resolve conflicts and address performance issues.
- Communicate clearly, concisely, and respectfully and provide regular, constructive feedback to team members.
- Listen actively to team members' concerns, ideas, and suggestions.
- Monitor team members' performance, identifying areas for improvement, coach and develop them to enhance skills and knowledge.
- Maintain high-quality standards, safe working environment, ensuring work meets expectations.
- Maintain accurate records, including attendance, performance, and progress.

## EDUCATION

### Certified Health & Safety Practitioner

At (ISSD Skills/2024)

### Bachelor of commerce

University of Calicut, Kerala

April 2022

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**Diploma in Indian & foreign Accounting**

Thrissur-Kerala

2021

**Higher Secondary Education**

RMVHSS Perinjanam, Kerala – India

June 2019

**SKILLS/ ACTIVITIES**

- MS OFFICE – Word, excel and PowerPoint DATA entry  
Web browsing, and Research
- Accounting software – Tally
- Languages: English, Malayalam, and Hindi

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 22/04/2001

Marital Status : Single

Visa Status : Transferable

I do hereby declare that the above-furnished details are true to the best of my knowledge and belief.

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Visa Status : Work Yearly  
Resident

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