

# Waiter / Archives Clerk / General Labor / Warehouse Helper / Cleaner



## Shahil Shahil

Предпочитаемая страна: Чехия  
Зарплата: От 700 EUR  
Направление деятельности: Гостинично-ресторанный бизнес, туризм  
Тип работы: Полная занятость  
Готов к переезду: Да

### Описание резюме

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.

### Опыт работы

01.03.2025 – По настоящее время

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- Monitored document retention schedules and ensured proper disposal of outdated files.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

### Образование

Среднее  
English – elementary