

# Shanil Mundayile

15+ Years of Strategic Boldness |2010-2025|



Manama, Bahrain



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shanilkochu@gmail.com

## EXPERTISE PROFILE

## CORE COMPETENCIES



| Operations and Administration Specialist |  
| HR Leadership | Senior Consultant - Corporate Services |  
| Professional Consultant - Business/Immigration/Visa |



| Operational Strategy Planning |  
| Organizational Administration |  
| Human Resources Management |



## PROFESSIONAL MILESTONES

Strategic Partner for Eco-friendly Business Licensing Process |  
Sustainability Strategic Planner |  
Developed Zero Paper Project for Documents Clearing Sector |  
Authorized Business Consultant for Business Licensing Services |  
Eco-friendly Digital Portal Holder for Government Services |  
Authorized Individual PRO for Government Services |  
Authorized Clearing Agent for Digital Government Transactions |  
Authorized Immigration Consultant for Immigration Authority Services |  
Authorized Visa Consultant for Residence Visa Services |  
Authorized PRO Portal Holder for Labour/Tasheel Department Services |  
Nominated for Taqdeer Award |  
Developed Digital Portal for Global Travel and Tourism |  
Authorized Travel and Tourism Designer |  
Official Member of Visit Dubai for Tourism Services |  
Certified Member for Zeroing Bureaucracy in Government Services |  
Individual Channel Partner for Free Zone Authority Services |  
Trained AML Compliance Officer |  
Officially selected Member |  
Sustainable Operations Strategy Specialist |  
Best Leader and Strategist in Managerial Position |  
Certified HR Management Professional |  
Best Operations Project Coordinator in Construction Wing |  
Best Creative Employee |

Department of Economy, Dubai  
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Department of Economy, Dubai  
GDRFA, Dubai  
GDRFA, Dubai  
MOHRE, UAE  
Department of Economy & Tourism, Dubai  
Department of Economy & Tourism, Dubai  
Department of Economy & Tourism, Dubai  
Department of Tourism, UAE  
Department of FAIC, UAE  
Authority of Free Zones, UAE  
Ministry of Economy, UAE  
Chamber of Commerce, Dubai  
Amer Quickplus Group, Dubai  
Batool Group, Dubai  
Learntube  
Bu Haleeba Holding Group, Dubai  
Crescent English High School, Dubai



## CAREER TIMELINE

1. Amer Center Quickplus Group, Dubai , UAE | **OPERATIONS SPECIALIST** | **Nov 2023-March 2025** |  
| Amer Center Quickplus Dubai Main Branch | **Business Operations Specialist** |  
| Amer Quickplus Travels | **Head of Business Operations** |
2. Batool Group, Dubai, U.A.E | **CHIEF OPERATING OFFICER (COO)** | **March 2022-Oct 2023** |  
| Avantex Corporate Services Provider under Batool Group | **Director of Operations** |  
| Alabastro Technical Services LLC by Batool Group | **Manager-Operations, HR&Administration** |  
| Easy Point Document Clearing Services by Batool Group | **Manager-Operations&Administration** |  
| Fabcare Trading by Batool Group | **Head of Operations & Support Services** |
3. Bu Haleeba Holding Group (BHG), Dubai, UAE | **OPERATIONS EXECUTIVE** | **Dec 2014-Jan 2022** |  
| Bu Haleeba Contracting LLC by BHG | **Operations & Administration Coordinator** |  
| Emirates Flight Training Academy Contract Project by BHG | **Operations Project Coordinator** |
4. Crescent English High School, Dubai, UAE | **SENIOR ADMINISTRATOR / HR** | **Jan 2010-Nov 2014** |

## ACADEMIC JOURNEY

## PERSONAL SYNOPSIS



Graduation in Business Administration | **2008** | **India**  
Graphic Communications | **2008** | **India**  
Commerce and Computer Application | **2004** | **India**



**DOB** :18/12/1986  
**Gender** :Male  
**Marital Status** :Married  
**Nationality** :Indian



## POLYGLOT SKILLS

English | Hindi | Malayalam | Tamil | Kannada

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