

MOHAMED BENAZIR KAMAL

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PERSONAL STRENGTHS:

- Hard work
- Communication
- Leadership
- Teamwork

QUALIFICATION:

<i>Degree</i>	<i>Name of Institute</i>	<i>Name of university</i>	<i>Year of passing</i>	<i>Class</i>
MBA	School of Business Management	Padmashree Dr. D. Y. Patil University	May 2015	Distinction
Bsc.MLT	ITM Institute Of Technology	ITM University	April 2013	Distinction

WORK EXPERIENCE:

- **Organization:** World Star Ship Chandlers LLC, Dubai

Position: Admin Cum HR Executive

Duration: March 2017 – March 2018

Duties:

- Assisting with all aspects of administrative management.
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
- Preparing and Issuing LPO's.
- Dealing with the queries of the clients regarding purchase and delivery.
- Preparing quotations according to the need of the clients.
- Handling petty cash for daily purchases.
- Preparing work schedule for drivers and labors.
- Assisting in payroll.

- **Organization:** Life Pharmacy Corporate Office, Dubai

Position: Receptionist

Duration: November 2016 – March 2017

Duties:

- Greeting and Attending visitors.
- Answering phone calls and directing to concern.
- Managing inventory of office supplies.
- Preparing and Issuing LPO's.
- Scheduling and coordinating meetings, interviews, events and other similar activities.
- Sending, receiving and sorting emails and faxes.
- Preparing business correspondence, agendas, and presentations, typically using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).

WORKING SKILLS

- Good verbal and written English.
- Proficiency in working on MS Office
- Ability to learn new concepts.
- Ability to work in tandem with other team mates.
- Proficient in follow-ups and documentations.

PERSONAL DETAILS:

Nationality	Indian
Gender	Female
Date of Birth	19th January 1993
Visa Status	Husband Visa
Computer Proficiency	Basic computer applications
Language Proficiency	English, Hindi, Tamil, Marathi.
Passport No	L6920530
Passport Expiry Date	12/01/2024

DECLARATION:

I hereby declare that the above information is correct to the best of my knowledge and belief.

Mohamed Benazir Kamal.