



MOHAMMED SHAFI A

CATERPILLAR SIGNAL ,
INDUSTRIAL AREA 2, SHARJAH,
UNITED ARAB EMIRATES

05.06.1998

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shafirwd05

Shafi Rockwood Rock

TECHNICAL SKILLS

MS WORD	MS POWER POINT
MS EXCEL	OUTLOOK EMAIL
HOSTNET	RENOVA

PERSONAL SKILLS

Customer Service	Communication
Problem- solving	Team Work

LANGUAGES

ENGLISH	TAMIL
A+	A+

MALAYALAM	ARABIC
A+	To read & write

HINDI
Only speak

INTERESTS

Sports	Driving
Travelling	

OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. Seeking a role in a company where I can upgrade my skills with time and take the company to the next level

WORK EXPERIENCE

SHARJAH PREMIERE HOTEL & RESORT FRONT DESK RECEPTIONIST	(15.01.2022 - Present)	COLGATE PALMOLIVE LTD SALES MAN	(01.06.2019 - 15.12.2021)
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- Welcoming guest with a positive & helpful attitude with a smile face
- Assisting guest from the time of check-in to until check out.
- Entering guest details in check-in system.
- Database and manage records.
- Updating guest details with valid ID proof in CID system of Hotel Establishment Information system.
- Answering phone calls in a professional manner , routing & Forwarding calls.
- Making a reservation for the guest through phone calls and directly.
- Allocating room for guest
- Worked as a outdoor Marketing & Sales man
- Taking orders from customers directly and through phone calls
- Billing the products ordered which ordered by customers
- Delivering the ordered products to the customers directly
- Cash handling while supplying the products
- Evaluating customer needs
- Resolving customer complaints
- Developing effective sales

EDUCATION

BHARATHIAR UNIVERSITY OF ARTS AND SCIENCE COLLEGE B.COM WITH CA, BACHELOR OF COMMERCE	(06.06.2016 - 10.04.2019) 63% 1st CLASS	HOLY CROSS CONVENT MATRICULATION HIGHER SECONDARY SCHOOL HSC, COMMERCE,ECONOMICS, ACCOUNTING	(03.06.2014 - 20.04.2016) 85% with DISTINCTION
OXFORD ENGLISH SCHOOL SSLC	2014 78% 1st CLASS		

CERTIFICATIONS

DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING WITH TALLY
TCEDS COMPUTER EDUCATION
Passed out with 72% 1st Class

VOLUNTEER EXPERIENCE

NATIONAL SOCIAL SERVICE
VOLUNTEER

PROJECTS

THE PROFESSIONAL COURIER
VARIATION OF PROFIT OR LOSS