



# MOHAMMED SHAFI A

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

05.06.1998

shafirwd05@gmail.com

+971 561164201

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

<b>SHARJAH PREMIERE HOTEL &amp; RESORT</b> FRONT DESK RECEPTIONIST	(15.01.2022 - Present)	<b>COLGATE PALMOLIVE LTD</b> SALES MAN	(01.06.2019 - 15.12.2021)
<ul style="list-style-type: none"><li>Welcoming guest with a positive &amp; helpful attitude with a smile face</li><li>Assisting guest from the time of check-in to until check out.</li><li>Entering guest details in check-in system.</li><li>Database and manage records.</li><li>Updating guest details with valid ID proof in CID system of Hotel Establishment Information system.</li><li>Answering phone calls in a professional manner , routing &amp; Forwarding calls.</li><li>Making a reservation for the guest through phone calls and directly.</li><li>Allocating room for guest</li></ul>		<ul style="list-style-type: none"><li>Worked as a outdoor Marketing &amp; Sales man</li><li>Taking orders from customers directly and through phone calls</li><li>Billing the products ordered which ordered by customers</li><li>Delivering the ordered products to the customers directly</li><li>Cash handling while supplying the products</li><li>Evaluating customer needs</li><li>Resolving customer complaints</li><li>Developing effective sales</li></ul>	

## EDUCATION

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