

MOHAMMAD FARZEEN A R

Contact : +971506624368

Email : mfarzeenar@gmail.com

Visit Visa Validity : 27 Sept 2019



CAREER OBJECTIVE

Basically a diploma holder but as a **Resourceful , Young and energetic** individual with expertise in handling defferent types of costumers with more than 1 year experience.Interested in **costumer support** or **front office operations** to help in ensuring the service is reliable and can perform as expected.

CAREER SKILLS

- Excellent **computer literacy**
- Earned a reputation as best in **costumer support**
- Demonstrated advanced skill in **guest service**
- Knowledge on **multiple languages**
- Strong interpersonal skill
- **Neat and professional appearance**

PROFESSIONAL WORK EXPERIENCE

Organization : **Oman fasteners llc.**
Tenure : **oct2017 – oct2018**
Designation : **Admin assistant**



Responsibilities :

- Answer and **direct phone** calls
- **Organize** and schedule appointments.
- Write and **distribute email, correspondence memos, letters, faxes and forms**
- Provide **general support** to visitors
- Act as the point of contact for **internal** and **external clients**
- Order office supplies and **research** new deals and suppliers

Organization : **Reliance trends , khd**
Tenure : **sep2016 – may2017**
Designation : **Receptionist**



Responsibilities:

- Receiving visitors at the front desk by **greeting , welcoming , directing and announcing** them properly
- **Receiving** and **sorting** daily mail

- **Answering , screening , and forwarding** incoming **phone calls**
- **Entering** costumer and account data from source documents within **time limits**
- **Reviewing** data for deficiencies or errors , **correcting** any incompatibilities and checking output

ACADEMIC EDUCATION

DEGREE/CERTIFICATION	BOARD/UNIVERSITY	YEAR AND PERCENTAGE
Diploma In Mechanical Engg.	Board Of Technical Education, Kerala	2013-2016 (69%)
Pre University Course	Board Of Secondary Education,Kerala	2011-2013(75%)

CERTIFICATION/ADDITIONAL SKILLS

- MS Office (All versions like MS word , MS power point and MS excel)
- MS Excel (MS formulae , data validation sorting)

PERSONALINFORMATION

Father’s Name : Abdul Khader A

Date of Birth : 01/08/1995

Driving License : India (Kerala)

REFERENCE

Noorudheen Kolavayal : +971 55 709 2008 (Working in **Dept. of economic development,RAK**

Nisar : +971 55 327 5385 (Working in **Etisalat,RAK**)