



MOHAMED ATRIS

Operations assistant

Business Administrative (Sales, Marketing, operations, IT supporter) with experience in, **Administration** related to, **retail**, **Real Estate**, **IT trading**.

Work Experience

About Me

- Strong Leadership, Planning, Project Management and Team Building Expertise. Create enthusiasm and build confidence in others.
- Design innovative workflow planning/prioritization strategies, resulting improvement in productivity, efficiency, inventory issues and cost savings.
- Adept at recognizing / launching steps need to attain objectives. Thrive on challenges to overcome obstacles with solutions that are technically sound and financially feasible. Learn new skills rapidly.
- Exceptional interpersonal, communication skills (network, collaborate, negotiate); build positive, effective business relationships with people

Education

- **Faculty of law (law)**

Computer Proficiency

- 'C' Language
- **Microsoft Office**
Excel, Word and Power Point.
- **General it supporter**

Languages

English / Arabic

Documents Clearing Services.

June. 2019 -
till now

•All PRO Services

All Labor and Tasheel Works:

(Company Quota, Offer Letter, and Labor Contract typing - Work Permit, National Labor Card & Contract Typing - Bank Guarantee and Labor Fees Services - Immigration and Visa Stamping Services - Residency Cancellation/Renewal - E-signature Card, License Updation in Ministry of Labor - Company Vehicle & Trade License Renewal - Memorandum, Power of Attorney, Signature Authorization, General POA, Service Agent, NOC From Court Typing Services - Company PRO Card for Immigration & Ministry of Labor - Daman Insurance & CNIA Pass (Security Pass) Services - Commercial & Professional License Renewal Services - Municipality & Civil Defense Services .

Sales &marketing

July. 2017 -
Feb 2019

- The ability to promote, market and convince that the products of my company are the best ever, have very high communication skills and communicate with others, and have a constant smile, regardless of the delegate's psychological circumstances. To be a first-class speaker, tact in dealing with others, the ability to listen, flexibility in dealing with problems, rallying efforts towards solving them in an optimal manner, bearing work pressure, do not adhere to a specific place, loyalty to the place in which I work, and the ability to memorize and comprehend, He possesses high leadership skills.
- Reaching all customers at the times designated for this, and on a regular basis, offering them goods and services in an appropriate manner, encouraging them to increase their demand, achieving high profits and high sales for the company I work for. Receiving customers 'requests, delivering them to them according to the agreed dates, listening to customers' complaints, and satisfying them through processing them and providing appropriate solutions.
- Creating value with the company's customers to convince them of the product or service. Performing customer relationship management, transferring important information about customer and market needs to the company, acting on behalf of the company to sell its products and services, and also acting on behalf of customers to protect their interests.

IT SUPPORTER.

Dec. 2013 -
Feb. 2017

- Powerful set of IT services with quick response speed, accuracy & high quality. Secure IT infrastructure. Certified IT Professionals. Learn more right now. Critical Issues SLA. European team. 300+ Customers in Dubai. 24/7 Support. Proactive Monitoring.

- Active Listening, Memory, Greeting, Verbal Communication, Attentiveness, Positive Attitude
- Point-of-sale systems, Food safety, Alcoholic beverage regulation, Effective communication, Active listening, Positive language, Problem solving, Patience, Resilience, Social perceptiveness.

Customer Service.

July. 2011 -
Mar. 2013

- Responding to phone calls and not delaying them, for the ability to provide good service to others, reliability in making promises and appointments, as it is one of the most important keys to a good relationship with customers, hearing problems, complaints and suggestions with great care, for the ability to provide an appropriate response, dealing with complaints in a way that satisfies the customer Enjoying the politeness, cooperation and understanding required by the job. Taking the initiative to make suggestions about a specific product, or mentioning the benefits and additions that the customer may get through his purchase of a product, which increases the customer's happiness.