

# Abu Huzaifa Mohammad Amin

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## Personal Information

Date of Birth - 14-02-1997

Sex : Male

Nationality : Indian

Marital Status : Single

Visa Status : Work Visa

Languages Known : English

Arabic, Urdu & Hindi.

Driving License : UAE License

Light Vehicle

## Skills

Organized, accurate & detail oriented.

Goal oriented & focused.

Can work efficiently under pressure.

Flexible & Dedicated to any situation.

Strong written and verbal conversation

Elite team leader skill.

Strong organizational skills

Computer proficient in MS Office.

Good interpersonal skill.

Enthusiastic Business Administrative student with successful sales experience and volunteering experience. Professional, creative, and flexible team player with outstanding leadership, excellent communication, and strong work ethics.

## Education

High School Diploma, 2015-2016  
Gulf Asian English School, Sharjah

Bachelor of Commerce 2016 - 2019  
Madras University, Under ICLBAT, Ajman.

MBA - International Business 2019-2021  
University of West of Scotland, Under Success Point College, Sharjah.

## Work Experience

Accountant – Mohamed Al Zaabi Group of Companies April 2019 – April 2022

- Tasked with managing the finance of the company.
- Preparing quarterly VAT report.
- Assisting the management in Research and Development.
- Tasked with supervising the employees of the company.

Merchandiser - Brand Bucket Marketing Agency - 2019

- Understanding & handling needs of customers with diverse personalities.
- Promoting & sampling of products.
- Accomplishment of given target.
- Gathering information on customers reaction to the products.

Cashier - Abu Dhabi Formula-1 Event 2018

- Preparing daily cash reports.

Usher - Big Bad Wolf Book Exhibition 2018

- Guiding guests.
- Managing the floor.

Sales Promoter / Customer Service Agent - Threads 2018

- Identified interested customer in order to provide them with information
- Sold products being promoted and kept record of sales.
- Suggested specific product purchases to meet customers's need.