

Curriculum Vitae

MOHAMMED SHOAIB HUSSAIN

Title: Office Co-Ordinator

Nationality: Indian

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CAREER SUMMARY:

Looking for an Office Co-Ordinator / Store keeper or any suitable Position with career growth and potential to broaden my experience by functioning as an active member of a dynamic team, where I can effectively utilize my acquired skills & experience.

EDUCATIONAL QUALIFICATION:

(10+2) Intermediate Secondary High School.

From Board of Intermediate Education, Hyderabad

Telangana State, India.

Languages known English, Hindi, Urdu.

HIGHLIGHTS & SKILLS: • Knowledge of Basic Accounts • Self-Motivation • Store Management • Customer Relationship • Sales • Ability to Work under Pressure • Time Management • Dedicated Team player • Hardworking

PROFESSIONAL EXPERIENCE–

(Job title)

- **Udaan Pharmacy, Pvt Ltd Hyderabad India : WORK AS “OFFICE CORDINATOR CUM-ONLINE BILLING ASSOCIATE”**
From Feb-2018 to November-2020 IN HYDERABAD, INDIA.

ROLES AND RESPONSIBILITIES:

- Maintaining Daily routine Entries, Reports, Receipts, Payment, Invoices & Allocations.
- Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints.
- Manage transactions with customers using cash registers
- Entering customer orders and manage transactions
- Collect payments whether in cash or credit, Issue receipts, refunds, change or tickets
- Keep records of customer interactions, process customer accounts.
- Follow communication procedures, guidelines and policies
- Directly involved in the order taking and order placing process while dealing with guest requests and orders, courteously, efficiently and promptly
- Follow Up with clients full filling the clients Requirements and workflow system.
- Monthly statements of accounts issued to customers & Vendors.
- Support the external Audit in carrying out and ensuring timely completion of Audit Yearly.
- Provide leadership, direction & training to assistants on accounting systems.
- Handling of various queries with regards to accounts & Customer Queries.
- Customer Issues solving skills.
- teamwork by co-operating and assisting co-workers as needed.
- Preparation of monthly statement, Requested Reports as per The Managements.
- Well versed in updating data to maintain branch records and databases.
- Monitoring /coordinating activities as appropriate & preparing internal reports for

management.

- Managed inventory control and budgetary expenditures related to company supplies
- Prepare, generate, and files & reports; review reports monthly with management.

ABILITY AND STRENGTH

-I am a highly motivated individual is always willing to put that extra bit of effort into any assignment that I undertake.

-My strongest assets I believe in my ability to concentrate for long period of time, my willingness to confront difficult problems and to perform even under pressure.

PERSONAL PROFILE:

Father's Name : Mohammed Mushtaq Hussain
Nationality/city : Hyderabad, Indian.
Religion : Muslim (Islam)
D.O. B : 30-Dec-2000
Gender : Male
Marital Status : Single
Languages : English, Hindi, Urdu,
Visa Status : Visit Visa (valid till 13-Feb-2021)

PASSPORT DETAILS

Passport No : U4910254
Date of Issue : 08-09-2020
Date of Expiry : 07-09-2030
Place of Issue : Hyderabad (India)

I here to declare that all the above furnished information Regarding me is all correct and true to the best of my knowledge.

(MOHAMMED SHOAIB HUSSAIN).