MOHAMMAD SELMAN FARIZ

CONTACT

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United Arab Emirates

PERSONAL PROFILE

Date of Birth   : 27 Nov 1996
Gender   : Male
Nationality   : Indian
Religion   : Islam
Marital Status : Single
Languages   : English,Hindhi,Arabic
                  And Malayalam
Passport No.   : P7582475
Visa Status   : Visiting Visa

SKILLS

- Can work under pressure
- Packaged Consumer Goods Sales
- Corporate sales account management
- Experience in customer relationship
- Can work with tight deadlines
- Critical thinking and Problem Solving
- Presentstion and Negotiation
- Good Communication Skill

OBJECTIVE CAREERS

Intend to build a career with leading corporate of hi-tech environment with committed, dedicated people and a fresh environment which will help me to explore myself fuly, realize my potential and help in the m enchancement ofthe campany

PAST EXPERIENCE

Advocate Clerk / Personal Assistant (2021)

Virtus Juris, Advocates & Legal Consultants, Kasaragod

- Handling office tasks, Such as filing
- Generating reports and presentations setting up for meetings and reordering supplies
- Providing real-time scheduling support by booking appointments and preventing conflicts.

Front Office Executive/Receptionist (2018-2020)

Hala Residency Ernakulam

- Greet guest and record guest information Answer phone calls and redirect calls to the appropriate individual
- Meet with clients every quarter to update or renew services
- Schedule appointments and answer guest inquiries

Travel Guide/ Driver | 2017

Uber India System Pvt. Ltd India

- Communicate with passengers and transported them to the destination
- Achieved and maintained a perfect 5-star uber rider ratings
- Provided all time excellent customer service and resolved issues

EDUCATION QUALIFICATION

Government Industrial Training Institute (2016)

Government Higher Secondary School (2014-2015)

PBM Higher Secondary School (2013)

DECLARATION

I hearby declare that above mentioned information is correct to the best of my knowledge and belief