



MUHAMMED NASEEF PV

PERSONAL PROFILE

I am a highly organised and self-driven individual with an Excellent proficiency Customer service and administration. I possess strong Management skills and I am passionate sales and marketing with keen to take on new challenges. As a management professional will demonstrate good customer service by earnestly listening to the needs and concerns of clients, whether they are internal or external and Excellent communication skill.

CONTACT

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Email:
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EDUCATION

- **University of Calicut - BBA FINANCE (2015-2018)**
Course Completed
- **Kerala Higher secondary Board- Commerce (Plus Two) 2015**
Grade - 75%
- **Kerala State Board- SSLC (2013)**
Grade-86%

WORK EXPERIENCE

Vodafone - Customer Service

APRIL 2019 - APRIL 2020

- Help customers with complaints and questions
- Give customers information about products and services.
- Take orders.
- Process returns.
- helping customers understand the product and answering questions about their reservations.
- SIM Sales

PUNKY CHICKEN, Shift Runner

JUNE 2020 - JUNE 2021

- Maintain a fully-stocked inventory and order food supplies, as needed
- Manage dining reservations
- Arrange to have shifts covered (e.g. when employees take time off)
- Help staff resolve on-the-job challenges.

VISA STATUS

VISITING VISA-

VALID UNTIL- 20-01-2022

INTERESTS & HOBBIES

- Photography,
- Travelling,
- Solving Puzzles
- Playing Football and Cricket.
- Watching TV.
- Hiking and Climbing.

LANGUAGES KNOWN

- ENGLISH.
- MALAYALAM.
- TAMIL.
- HINDI.

REFERENCE

Available on request.

SKILLS AND STRENGTHS

- **Ability to grasp and learn new technology quickly and accurately.**
- **Flexibility and adaptability.**
- **Willingness to learn more.**
- **Enthusiastic and self-motivated individual.**
- **Excellent Customer service and Communication Skill.**
- **Leadership quality and Good Team Player.**
- **Time Management.**
- **Excellent Interpersonal skill.**
- **Excellent organisational skill.**
- **Problem-solving skill.**
- **The ability to work well with others.**
- **sensitivity and understanding.**
- **Patience and the ability to remain calm in stressful situations.**

PERSONAL ACHIEVEMENTS

- Successfully completed Certificate in Accounting TALLY Software.
- Successfully completed NSE STOCK EXCHANGE programme conducted by ASAP (Additional Skill Acquisition Programme), GOVT. of Kerala.
- Active volunteer of National Service Scheme and facilitated the position of Secretary.
- Best manager Award in Management fest
- Best Co-ordinator Award.