



**MUHAMMED
AZAAN**
MARKETING ASSISTANT

CAREER OBJECTIVE

Seeking a challenging job in your organization in which could contribute effectively to the organization as well as avail of numerous opportunities to learn and to grow with organization owing to my given responsibility and to work with potential for the development of the organization.

WORK HISTORY

ENTERPRISE BACK OFFICE AGENT (PRESENT) ***Emirates Integrated Telecommunication Company [Du], Dubai, UAE***

- Call customers to validate information and rectifying customer issues.
- Follow up with sales support on work orders.
- Activating du services on behalf of the company through net cracker.
- Scheduling appointments.

ACCOUNTANT (Dec 2018- Dec 2019) ***Al Nabooda Insurance Brokers LLC*** ***Dubai, UAE***

- Performed daily book keeping operations with attention to accounts receivables, payables, bank reconciliations.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Contacted clients regarding financial matters such as payment due, insurance renewals, premium pending.
- Processed and recorded new policies, carried out administrative tasks by communicating with clients, distributing mail and scanning documents.
- Prepares Bank reconciliation, Petty cash as well as daily posting entries on companies software and reporting to Finance vice president.
- Insurance registration through companies software. Online payments for the insured on behalf of them.

SKILLS

- Problem Solving skills and Workload planning.
- Hard working and Efficiency management.
- Excellent team building skills.
- Multi tasking and deadline driven.
- Flexible and adaptable.

PERSONAL DETAILS



03 JULY 1997



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Al Warqa 1, Dubai

LICENCE



UAE Driving
Licence- 4251852

SHOWROOM MANAGER (Aug2015- Sept 2018) *Cosmo Classics , (Part Time)* *Cochin, Kerala, India*

- Worked as Showroom Manager as to finalize the customer enquiries for the products.
- Cross checking of books of accounts of the company.
- Preparation of quotations for the government as well as non-government supplies.
- Coordination of activities of marketing team and give motivation to marketing team.

EDUCATION

Master of Business Administration (2021) Annamalai University, Tamil Nadu

Bachelor of Commerce (2018)

KMEA College of Arts and Science ,Aluva
Under: MG University
Percentage: 64.4%

Central Board of Secondary Education (2015)

Bharatiya Vidya Bhavan, Kannur, Kerala

- All India Senior School Examination-
CGPA- 7.2
- All India Secondary School Examination-
CGPA- 5.8

PERSONAL TRAITS

- Socially conscious, mild mannered person of principles with the ability to lead the team to success and capable of organising different activities. Believing in hard work and willing to shoulder additional responsibilities with situation demands.