



Fahad Majeed

Operations Assistant

My expertise, skill-sets, educational background and professional dedication are fit for a progressive, dynamic and challenging role; I am confident to contribute significantly and positively in an effective role on the road of success for your esteemed organization along with my personal growth.

✉ fahadabdulmajeeduae@gmail.com

☎ +971 55 7566500

📍 Al Nabba, Sharjah, United Arab Emirates

WORK EXPERIENCE

Freelance

Self Employed

Achievements/Tasks

- Ticketing and Holidays Booking for personal clients.
- Receive orders from wide ranges of products/services and cater it to respective clients through various channels. (Domestic/International)
- Support clients in paper work processing at Government and private sector
- Networking and business development.

Operations Assistant

Hilal Al Hind Tr.

01/2011 – 11/2013

Sharjah, UAE

Achievements/Tasks

- Assist Administrative, financial and budgeting tasks.
- Monitor sales orders and supplier relations
- Arranging for the delivery of domestic and international packages
- Coordinating company meeting, events, and sessions with other department assistants

EDUCATION

Masters of Business Administration

Manipal Academy of Higher Education

03/2017 – 03/2019

Dubai, UAE

Courses

- Majors in Operations & Marketing

Bachelors of Business Administration

Madonna University

2013 – 2016

Dubai, UAE

Courses

- Specialized in International Business

Senior Secondary Education - Class XII

Sharjah Indian School

2010 – 2011

Sharjah, UAE

Courses

- Commerce with Psychology

SKILLS

Analytical Skills

Extremely Organized

Scheduling

Team Liaison

Business Acumen

Market Trend Analyzing

Networking

ACHIEVEMENTS

Cisco Networking Academy Certification

Light Vehicle Driver's license

LANGUAGES

English



Arabic



Hindi



Malayalam



INTERESTS

Writing

Sports

Fitness

Travel