



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



Al Nahda Sharjah
Near new lulu
hypermarket
opposite side baqer
mohebi building



A3606
(+91)8589835641
+971 524938431
DOB: 3/10/1997
Email:
nezynaz85@gmail.com

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.