



MOHAMMED MUSTHAB AP

CONTACT

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EDUCATION

2012 - 2015

Bachelor of Business Administration (BBA)

EMEA College of Arts and Science, Kondotty ,
Malappuram, University Of Calicut

2010 - 2012

12th COMMERCE

Mic - higher secondary school, Valluvambram

2010

10th

VHM HIGHER SECONDARY SCHOOL, MORAYUR

EXPERIENCE

GLOBAL INDIA INSURANCE COMPANY (05/04/2021 to 10/10/2021)

Insurance agent

- ☐ Data Collection Activities
- ☐ Call and Follow-up
- ☐ Respond to clients' questions and complaints
- ☐ Deliver policy proceeds after a claim is filed and approved

RELIANCE INSURANCE COMPANY (01/02/2020 to 25/02/2021)

Insurance agent

- ☐ Data Collection Activities
- ☐ Call and Follow-up
- ☐ Respond to clients' questions and complaints
- ☐ Deliver policy proceeds after a claim is filed and approved

THE CUTE RESORT MYSORE (01/11/2016 to 15/01/2020)

Front office

- ☐ Performing all check-in and check-out tasks
- ☐ Managing online and phone reservations
- ☐ Register guests collecting necessary information
- ☐ Welcome guests upon their arrival and assign rooms

ACADEMIC PROJECT

Main Project

Scope of e-commerce

Seminar

Digital marketing

OBJECTIVE

To seek a challenging career in an organization having the Environment that encourages continuous learning and provides exposure to new technology so as to achieve professional and personal growth in the field.

PERSONAL DATA

Date of Birth: 12/06/1992

Gender : Male

Nationality : Indian

SOFTWARES

MS OFFICE

TALLY

SKILLS

- Problem Solving
- Leadership
- Management
- Excellent conceptual & analytical skills.
- Software and Application

LANGUAGES

English

Malayalam

Arabic