



**Mobile:+971521472101**

**Al Karamah,Dubai**

## **Education Qualification**

**BBA(BACHELOR OF BUSINESS  
ADMINISTRATION)2014-2017  
COLLEGE OF COMMERCE  
KANNUR UNIVERSITY**

**PLUS TWO(HUMANITIES) 2012-  
2014 GOVT HIGHER SECONDARY  
SCHOOL,KERALA**

## **Area Of Expertise**

**Administration**

**Front Office Executive**

**Customer Service Associate**

**HR Associate**

**Data Entry Operater**

**Sales Executive**

**AKHIL**  

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**MOHAN**

**Email:akilmohan619@gmail.com**

## **P R O F I L E**

Analytically-minded professional with an advanced detail-focused approach to perform duties. Logically based approach to reading and interpreting blueprints and product specifications. **Two Year of professional experience with Front office executive in Saudi Arabia and one year experience with customer service associate ,Bangalore ,India.** Now looking for a suitable position with company which a offers genuine room for progression and where I can make a significant contribution.

## **Work Experience**

**BAZBAZA INTERNATIONAL TRADING**

**Saudi Arabia From Feb 2020 to Feb 2022**

**Designation :Front Office Executive**

### **Major Job Responsibilities**

- Answering the phone.
- Recording meeting minutes and dictations.
- Organising and maintaining files and records and updating them when necessary.
- Performing an inventory of office supplies and order of need.



## Personal Details

Date of birth : 13/05/1997

Gender : Male

Nationality : India

Marital Status : Single

Passport No : S0108434

Visa Status : Visit Visa

## Personal Strength

Excellent written and Verbal Communications skills.

Ability to work independently or as a part of team

Proven leadership skills and ability to motivate

Strong desire towards achievement of Goals.

Highly organized and efficient.

## Languages Known

- English
- Hindi

- Creating and maintaining updated documents and spreadsheets.
- Overseeing the sorting and distribution of incoming mails.
- Preparing outgoing mail items such as envelopes or packages.
- Operating office equipment such as photocopier and printers.
- Book keeping and issuing invoices
- Updating appointment calendars and schedule appointments.

### WIKEDRIDE ADVENTURES SERVICE PVT.LTD

Bangalore,india From Jan 2019 to Dec 2019

#### Designation: customer service associate

- Respond promptly and professionally to incoming customer inquiries in person, by telephone, or by email.
- Maintain an updated knowledge of the organization's products, services, and customer service policies.
- Document customer interactions when necessary, compiling documents and forwarding information to interested parties
- Explain simply and clearly in response to customer questions and check for customer understanding and acceptance.
- Recommend new products or services or make suggestions for improvements by identifying relevant features and benefits.
- Assist clients by demonstrating the use of goods and programs and answering any questions they may have.
- Participate in training opportunities provided by the organization or by outside entities.
- Establish and maintain good rapport with customers by using positive language and anticipating their needs.

## Declaration

I hereby declare that the above given information are correct to my best of knowledge and belief.

**AKHIL MOHAN**