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|  **Mohamed Fasil**

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| **Email** | **:** | **Fasilmachincheri@gmail.com** |
| **Phone** | **:** | **+971545927275** |
| **Address**  | **:** | **Mozna Building, Room No: 108, Near Al Nahda Metro Station, Dubai, UAE** |
| **Date of Birth** | **:** | **13/06/1993** |
| **Nationality** | **:** | **Indian** |
| **Marital Status****Languages known** | **:****:** | **Single****English, Hindi, Malayalam, Tamil** |

 | **FASIL PHOTO.jpgPassport No : K9766710****Date of Exp 10/11/2023** |
| ***Career Objective*** |
| **I’m an ambitious and successful individual with right attitude, looking for the right position that provides opportunities for continues learning in a challenging environment that helps me to build a strong and successful career and I’m willing to do my best.** |

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| ***Professional Experience******Total Experience: 4Years of Experience in UAE*** |
| **IT -Staff in EMKE group(LULU) from 24/12/2017****Responsibilities: IT staff*** **Working as IT staff in Lulu group international**
* **Deal with customers, know their requirements advice them the right product and convince them with the features.**
* **Provide  high quality services to the customers and maintain the relationship with customers**
* **Checking quantity of the product**
* **Maintaining the Product display ,keep the display neat and clean**
* **Checking quantity of the product , Arranging sufficient stock for selling**
* **Daily sales report, proper stock ordering and sending copies to the account manager**
* **Attend the product and sales training**
* **Monitoring inventory, office stock and ordering supplies as necessary.**
* **Responsible for purchase orders. Raising of purchase orders and invoice tracking.**
* **Creating and modifying documents using Microsoft Office.**
* **Setting up and coordinating meetings and conferences.**
* **Dealing customer complaint**
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| **Key Skills**  |

* **Strong organizational skill**
* **Administrative and analytical skills.**
* **Excellent computer skills.**
* **Ability to maintain confidentiality.**
* **Excellent working knowledge of all Microsoft Office packages.**
* **Ability to produce consistently accurate work even whilst under pressure.**
* **Ability to multi task and manage conflicting demands.**

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| ***Academic Qualifications**** **Higher Secondary Education**
* **Secondary School Leaving Certificate**
* **Professional diploma in retail and logistics**
* **B.com**

**IT QUALIFICATIONS** **. SAP*** **BASIC KNOWLEDGE OF MS OFFICE**
* **INTERNET APPLICATIONS**
* **Corvi**
* **Tally**
* **Exell**
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***Reference***

 **References furnished upon request.**

***Declaration***

 ***I hereby certify that all the information stated in my resume is true and correct to the// best of my knowledge.***

**Place: Dubai Mohamed Fasil**