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| **Mohamed Fasil**     |  |  |  | | --- | --- | --- | | **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** |
| **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** |

***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**