



Mohamad Fazil

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alfaya104@gmail.com
Dubai, UAE (Resident)
Indian

Language Skills :

English (Adv – Read/Write/Speak)
Malayalam (Adv – Read/Write/Speak)
Tamil (Adv – Read/Write/Speak)
Hindi (Beginner – Speak)
Arabic (Beginner – Read/Speak)

Personal Details :

DOB : 16 May 1997
Marital status : Married
Passport number : R8070262
EID number : 784-1997-3057-9416
Driving License : UAE - Light Motor Vehicle

Education:

B. S. Abdur Rahman Crescent Institute of Science and Technology 2014 – 2018
– Tamil Nadu, India
Bachelor of Technology, Civil Engineering

Work Experience:

Najm Al Intisar Document Clearance Company October 2020 – January 2021
- Dubai, UAE

Customer Service Executive / PRO

- Provided RTA VIP Services
- Provided Municipality VIP Services
- Handled a variety of Document Clearance Services
- Provided Immigration, Labor and Visa Services
- Provided Typing and Translation Services

Multi Level Technology (MLT), RTA Project May 2019 – October 2020
- Dubai, UAE

Customer Service

- Provided guidance and support to customers seeking RTA services
- Executed license renewals
- Executed vehicle renewals (Dubai RTA)
- Managed several Kiosk machines
- Troubleshooted minor hardware issues in the Kiosk machines

M/s. Fathima Builders March 2018 – April 2019
- Kerala, India

Junior Site Engineer

- Ensured foremen/tradesmen are well informed about specific work requirements
- Ensured adherence to contract drawings and specifications, agreed procedures and method statements
- Closely monitored the works of all sub-contractors to ensure quality, and on time completion
- Ensured that work is completed as per internal targets given.
- Solved technical problems at site level
- Initiated site inspections and completed all necessary Q.A. documents related to the work under direct control
- Coordinated material and manpower requirements with Construction Managers and Engineers
- Ensured communication of, and enforced safety rules and regulations with the workforce

I, Mohamad Fazil, do hereby confirm that the information given above is true to the best of my knowledge.

DATE : _____

SIGNATURE: _____