

# CURRICULUM VITAE



Mr.MOHAMMAD HANEEF

**Mob:**+971-0581377959

**Email:**mmohemdehaneef25@gmail.com

## OBJECTIVES:

It is submitted with the sole purpose of procuring an appropriate posting in your reputed firm in accordance with my education qualification and experience. Being Hardworking and as infallible performer in my consigned duties, I look forward to avail myself of an opportunity to carry out something accordingly and independently and the following details are given in order to your kind attention for me to have an appointment in your concern.

## EXPERIENCE:

- Worked as a Sales Executive for 2 years
- worked as indoor sales for 2 years

## SKILLS

- Very energetic result oriented and organized
- Efficient and well behaved person
- Extremely hardworking self-motivated and able to work independently in a team environment under supervision

- Keep excellent interpersonal relations with colleagues and ready to help them.
- Supervising the day to day activities of a team.
- Driving operational efficiencies, raising customer service levels & cutting costs.
- Organizing work load, allocating tasks, tasking team on a daily basis.
- Managing team and individual performance.
- Ensuring all administrative records is completed accurately.
- Ensure professionalism & high quality is continually maintained.
- Preparation of relevant reports and documents for senior managers.
- Identifying areas of the business where improvements can be made.
- Developing policies to create and maximize performance.
- Scheduling staffing levels, planning for holiday and weekend cover.
- Monitoring staff attendance and performance levels.
- Opening and closing the office premises.
- Involved in the recruitment & interviewing of new staff.
- Training of new staff & identifying training requirements of existing

#### EDUCATION:

- SSLC

#### PERSONAL DETAILS:

- Sex : Male
- Date of Birth : 01/01/1993
- Nationality : Indian
- Marital Status : Single
- Religion : Islam
- Languages : English, Hindi, Malyalam
- Visa status : Visit Visa ( 17-12-2021 )
- Passport No : P9792691
- Place of Issue : Bangalore, Karnataka

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