



# HAJI MOHAMMED MUSTAFA

ADMIN ASSISTANT / CUSTOMER SUPPORT

## CONTACT DETAILS

Hajimustafashaikh@gmail.com  
+971588226316

## ADDRESS

Sharjah  
United Arab Emirates

## LANGUAGES

English



Hindi



Arabic



Urdu



Tamil



Kannada



## SKILLS

Good communication skills.

Billing and managing accounts

Mail & chat process

Photoshop

Microsoft Office

## OBJECTIVE

To expose my talent, skills and to provide my utmost dedication where I can improve and learn myself a lot also to be in the part of organization's growth as well.

Seeking any suitable position for my profile where i can improve my career growth.

## WORK EXPERIENCE

10/2021 - 01/2022

### Gulf Coast Used Car

Sharjah

DATA ENTRY OPERATOR & CUSTOMER SUPPORT

- Input of incoming and outgoing cars from the showroom, as well as payment details

- Inspection request submission to RTA and follow-up until certification

- An appropriate response to incoming calls and mail will identify customer inquiries, concerns, and overall needs.

09/2017 - 03/2021

### Flipkart

Bangalore, India

SELLER/CUSTOMER SUPPORT ASSOCIATE

- Answer phone calls in a more professional manner and provide information about products and services as required by the callers.

- Getting sellers on board, providing timely and accurate support to merchants selling on our e-commerce platform.

- As a seller support associate, we must verify the condition of the product. If a product is stolen, damaged, or missing, Flipkart provides some funds depending on the condition of the item.

- Establish professional relationships with ongoing sellers by providing excellent customer service.

06/2017 - 06/2019

### Madarasa and Masjid e Munawwara ( Boy's hostel )

Bangalore, India

ADMIN&TEACHER

- I manage the various aspects of the office work, such as admitting new students, collecting fees, and banking. I also take care of the students and staff within the organization.

- I used to teach English, maths and computer courses to students. I also teach Quraan Majeed to Nazira and hifz students with essentials of Tajweed.

- Additionally, I teach students with learning disabilities and help

them to overcome their challenges.  
I am an education psychologist who uses unique teaching methods to teach students.

- I have experience cleaning the carpets, dusting, vacuuming, and using spray sanitizer in the mosques.

02/2012 - 04/2017

### **Madarassa e Muzammil**

Bangalore,India

QURAAN AND ISLAMIC STUDIES TEACHER

- I Have 5 years experience in teaching Deeniyat syllabus class 1  
The Five Year Advanced Deeniyat Course has been prepared for boys and girls to learn and gain adequate knowledge of the Qur'an and the Hadeeth, Aqaa'id and Masaa'il, Islaamic Instuctions for the upbringing of our children and the Arabic Language.



## **EDUCATION**

05/2014 - 06/2017

### **B.A graduate (Sociology Economics & Psychology ) in Counselling & Educational Psychology**

MES degree college of Arts,Commerce and Science

Bangalore,India

06/2003 - 03/2006

### **Hafiz e Quraan**

Madarassa Faiz ul Quraan

Tamilnadu,India



## **COURSES & CERTIFICATIONS**

Diploma in Counselling ( 12/2016-12/2017 ) - Marriage and Educational Counselling

Diploma in C-tech - Graphic Design



## **ADDITIONAL INFORMATION**

1. Name : HAJI MOHAMMED MUSTAFA
2. Nationality : INDIAN
3. Passport no : S3344603-Valid till 2028
4. Driving Licence : Indian Driving License
5. Visa : Visit Visa ( Ready to take Employment)
6. Availability : Immediately