

F. MOHAMED FAHAD



Mobile No : +971-55- 753 2031

E-Mail ID :

Fazruz.shame@hotmail.com

Visa Status : Employment visa

Notice Period : One month

Personal Information:

Nationality: Indian

Marital status: Married

Date of Birth: 04th April 1988

Language Known: Tamil, English
Hindi and Malayalam

Computer Skills

Enthusiastic team Player and

Highly computer Literate and well
knowledge in Ms-Office.

**Area Of Experience and
Interest :**

Property Managements,
Sales Executive ,Cashier,
Store Incharge ,
Account Assist, HR Assistant,
Administrator, Secretary,
Document Controller.

Professional Strengths

- Possess Eight years professional experience in UAE as a Property Management and Office Administrator, Three years of professional experience in Singapore as a Admin And Account Assistant cum Store Keeper and two years experience in India as a sales executive cum Account Assist .
- Possess excellent organization and management skills
- Proven track record in customer service like managing front desk operations, processing sales order and communicating reliable information to customers
- Proficient in basic operating systems like Microsoft Word, Excel, PowerPoint, Outlook, Windows XP and the Internet
- Possess excellent written and verbal communication skills
- Possess excellent Administration Knowledge

Professional Experience in UAE (2014 to Till Date)

Company	Position
Private office of H.H Sheikh Hamad Bin Hamdan Al Nahyan	Property Management and Office Administrator (June 2014 to Till Date)

Job Responsibilities

- Establishes rental rate by surveying local rental rates.
- Calculating overhead costs, profit goals (Well Knowledge about Meezan Real Estate software).
- Attracts tenants by advertising vacancies; obtaining referrals from current tenants.
- Contracts with tenants by negotiating leases; collecting security deposit.
- Maintenance of petty cash register, custody of cheque books and preparation of cheques, payment and receipt voucher.
- Receiving payment Cheque & cash from the tenant preparing Management contract and Ejari contract.
- Maintaining tenancy contract records, Sending renewal notice to tenant by email and hard copies before expiry of the contract period.
- Coordinate with Maintenance supervisor and Technician to resolve all maintenance complaints from the tenants.
- Keep employee records (physical and digital).
- Answering phone calls and following emails.
- Assist in basic payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Order Office stationery also Purchasing Building materials and preparing statements and monthly report.

Educational Details

Bharathidasan University Tiruchirappalli

Degree : B A

Majour : Economics

Periode : 2005 - 2008

Institute of Airlines & Travel Agencies Chennai - 6

Diploma

*Advance Airline Travel agency
& CRS programme
(April' 2008)*

Tamil Nadu Government State Board

*HSC (Higher Secondary
Certificate - March' 2005)*

*SSLC (Secondary School Leaving
Certificate - March' 2003)*

Professional Experience in Singapore (2009 to 2012)

Company Name	Position
Halnaz Frozen Goods-Singapore	Account Assistant cum Store Keeper (Jan 2010 to Apr 2012)

Job Responsibilities

- *Receipt of incoming goods and Inspection of all receipts*
- *Storage and preservation and Identification of all materials stored*
- *Materials handling ,Packaging and despatch*
- *Maintenance of stock records*
- *Receive customer Order By phone and forward into concern Department.*
- *Performed general office duties and administrative tasks*
- *Assist in day-to-day operations and office routines*
- *Correspondent and communication with supplier, customer, banks and other relevant parties.*
- *Coordinate supply and delivery*
- *Inventory management*
- *Responsible for performing administrative tasks like compiling and analyzing data and conducting market research*
- *Prepared management reports and maintained proper records of files*
- *Preparing Purchase Orders and Delivery Notes*

Company Name	Position
Perfect intercontinental Singapore Pte. Ltd. Singapore	Admin Assist (Apr 2009 to Dec 2009)

Job Responsibilities

- *Answer telephones and transfer to the concern department*
- *Meet and greet clients and visitors*
- *Create and modify documents using Microsoft Office.*
- *Perform general clerical duties to include but not limited to photocopying, faxing, mailing, filing and Business Correspondence and*
- *Emails Management*
- *Maintain hard copy and electronic filing system.*
- *Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.*
- *Setup and coordinate meetings and conferences.*
- *Bank Reconciliation and Handling Banking Activities*
- *Payment follow up and cheque collection and Maintaining the good relationship with customers*

Professional Experience in India (2008 to 2009)

Company Name	Position	Period
SPS Tours and Travels Chennai-India.	Sales Executive Cum Account Assist	May 2008 to Feb 2009

Job Responsibilities

- **Nature of Travel operations duties like Ticket booking, confirmation, date changing and ticket cancellation.**
- **Built and maintained the good relationships with the customers.**
- **Responsible for the achievement of the sales target set by the company.**
- **Maintained and updated the market search and sales reports.**
- **Maintain general accounts**

Declaration

I hereby declare that the above information's are true and complete to the best of my knowledge.

F . MOHAMED FAHAD