



MOHAMED NASEEF

ABUDHABI, UAE

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Objectives

To be an aspiring successful Employer. To be an asset to the organization and be a dutiful citizen. Looking for a challenging role so that I can use my skills and capabilities through sincere dedication for a hard work for a successful career

Experience

- Mabrook Aluminium and glass ,Fujairah

10 /03/2021 - 21/12/2021

MARKETING SPECLIST

- Creating Advertising campaign
- Introducing products to customers
- Making quotations to customers
- Handling Emails ,Inquiries and phone calls
- Ensuring the daily process on time
- Marketing through social media
- Selling the products to the customer

- Emirates post Khalifa City branch, Abudhabi - as Reach Staff – visit visa

16/08/2020 -14/12/2020

CLERK OPERATIONS

- Preparing and receiving line hauls
- sorting shipments by location
- preparing and receiving P. O BOX mails, and Emirates Id's through system
- Handling one click (dispatch & report)
- Making performance reports for Emirates transport, jeebly, Khalifa City branch and Auh zone
- Handling and responding to emails and inquiries from EPG branches
- responsible in contacting appropriate staff for deliveries of shipment and managing call logs
- Ensuring the daily process on time
- closing complaints

- Cochin surgicals

03/08/2019 – 05/01/2020

OFFICE ASSISTANT

- Data entry
- Receiving calls
- Handling customer inquiries
- follow up duties

Education

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|---|-------------|
| • Calicut university
BSC Geology [pursuing] | 2016 – 2019 |
| • Cigma institute
Medical coding and billing | 2019 - 2020 |
| • MES ponnani
Higher secondary | 2014 - 2016 |
| • Ideal international institute of education | 2013 – 2014 |

Skills

- Good communication skills and interpersonal skills
- Customer service skills
- Excel
- MS office
- MS word
- Outlook
- Computer software handling
- Typing skills
- Volunteer
- Handling calls

Personal details

- Driving license :UAE Valid manual driving license
- Visa status :Employment visa
- Passport no :U2057580
- Date of birth 18/06/1997
- Martial status : Married
- Nationality :Indian

Language

- English - Advanced
- Malayalam - Advanced
- Tamil - Mid range
- Hindi - Mid range
- Arabic - Beginner

Extra curricular activities

- Active member of National service scheme (NSS) student chapter of our collage
- Attend various cultural and technical festivals
- Reading
- Listening

Declaration

Hereby declare that all above information given by me is true to be the best f my knowledge and belief.

Your sincerely,

MOHAMED NASEEF