MUHAMMED NAHIYAN

BBA GRADUATE

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Email: nahyanofficial7@gmail.com

DOB: 17 Jan 1999

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and Skills, while making a significant contribution to the success of the organization.

CERTIFICATES

BBA   2017-2020
BACHELOR OF BUSINESS ADMINISTRATION
BBA GRADUATE
PONDICHERRY UNIVERSITY

NEBOSH   ONGOING
SPMC TRAINING CENTRE LLC

LANGUAGES KNOWN

Language	Rating
English	★★★★★
Hindi	★★★☆☆
Malayalam	★★★★★

HIGHLIGHTS

▪Passport Number - U7172279.
▪Visiting visa validity till January 25 2022.
▪Attended **PRO** Training.

EDUCATION

MAHE CO-OPERATIVE COLLEGE OF HIGHER EDUCATION & TECHNOLOGY
BBA: BACHELOR OF BUSINESS ADMINISTRATION
Pondicherry University   JUL2020

EXCEL PUBLIC SCHOOL, MAHE
Higher Secondary Examination – Government of Kerala   MAR 2017

MOUNT GUIDE INTERNATIONAL, KANNUR
Secondary School Leaving Certificate – CBSE   MAR 2015

WORK EXPERIENCE

Smartway India Enterprises LLP   2017-2020
MULTI-LEVEL NETWORK MARKETER
• Schedule staff meetings.
• Generates reports regularly.
• Strategizing and creating plans to reach out to prospects.
• Contribute to high level of customer satisfaction by constantly maintaining friendly attitude.
• Provide exceptional customer service to all incoming clients.
• Conduct research on market demands, industry trends and customer profiles.

Tamouh Vaccination Center-Al Warqa   2020-OCT 2021
ADMINISTRATION- DATA ENCODER
• Executed on daily data entry responsibilities.
• Maintains 99% accuracy in all data entry.
• confirms that the entered data accurately aligns with the original documentation.
• Ensures high level of customer satisfaction and efficiency of service.
• Interacts with customers and takes feedbacks

SKILLS

Skill	Rating
Customer Relationship Management	★★★★★
Microsoft Office	★★★★☆
Planning & Organization	★★★★★
Concise Communications	★★★★★
Critical thinking & Problem solving	★★★★★
Team player	★★★★★