

MOHAMMED ANSHAF

CLIENT SERVICING | TYPIST | ADMINISTRATIVE



Contact: +971 52 994 1787 | Email: anchua777@gmail.com | Location: Dubai, UAE
Nationality: Indian | DOB: 16/12/1997 | Visa Status: Employment | Marital Status: Single

▼ Introduction

A result-oriented multidisciplinary professional with over five years of experience as Client Servicing, Typist, Administrative Clerk, Receptionist / Front Office, Sales Executive and Event Staff in various industries. Skilled at writing reports and business correspondence, professional email writing and updating tracking spreadsheets. Success in performing operational activities and meeting required targets.

Key Skills:

- Microsoft Office (Word, Excel and PowerPoint)
- Basic Photoshop
- Problem Solving
- Working towards time constrain deadlines
- Going an extra mile to achieve sales and revenue
- Arabic and English Typing Skills
- Positive, clear and concise communication with customers
- Time management
- Maintaining files and records with effective filing systems
- Coordinate office activities & operations to secure efficiency with company policies

▼ Experience

August 2016 – Present

PERFECT DOCUMENTS CLEARING SERVICES LLC, DUBAI, UAE

- Handled GDRFA Application, eDNRD Application, Medical Application, EForm Application, Emirates ID Application, Insurance Application and New Born - Passport Registration
- Supporting administration department
- Managed filing systems for electronic and hard copy documents to keep organized records
- Established positive working relationships with colleagues, manager and customers through regular communication and effective anticipation of needs
- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors
- Answered questions and addressed, resolved or escalated issues to management personnel to satisfy customers

September 2014

SALMAN HOUSE OF BUILDING MATERIALS

Kasaragod, India

September 2013

AL BADAR BUFFET AND CATERING SERVICES

Kasaragod, India

September 2013

TRIANGLE CATERING AND EVENT MANAGEMENT

Kasaragod, India

▼ Education

Certification in Typing Course – Jamiya Sa-Adhiya Arabia Training Institute – Kasaragod, India, 2016

Higher Secondary - GHSS Adhur – Kasaragod, India, 2015

SSLC - NHSS Perdala – Kasaragod, India, 2013