

# Muhammed Ishan

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## CAREER OBJECTIVE

Highly motivated and result-oriented individual seeking an entry-level managerial profile in your company to gain practical exposure along with implement my knowledge and expertise to ensure the success of the organizational goals.

## AREA OF EXPERTISE

- Leadership experience.
- Communication skills.
- Spot & Support a Concussion.
- Collaboration talent.
- Problem-solving abilities.
- Creativity.
- Interpersonal Skills.
- Critical Thinking.
- Public Speaking.
- Customer Service Skills.
- Teamwork Skills.
- Computer skills.

## SOFTWARE KNOWLEDGE

- Photoshop
- MS PowerPoint
- MS Excel
- MS Word
- Outlook

## LANGUAGES KNOWN

English, Hindi, Tamil, Malayalam

## WORK EXPERIENCE

### CUSTOMER RELATIONSHIP OFFICER

**HDFC BANK (Kochi, Kerala) Jan 2021 - Aug 2021**

- Process standards teller transaction for customers including service clients accounts, accepting loan payments, managing safe deposits and handling night deposits.
- Balance automated teller machine.
- Helped customers open and close checking accounts.
- Accurately maintained records of each transaction and ensured all documentation and paper works.
- Supporting the sales team by identifying customer needs and then promoting current offer to them.
- Worked on the constant improvement of customer satisfaction and developed and implemented new daily processes.
- Maintained relevant correspondence and resolved any problematic issues.
- Comprehensive understanding of all banking procedures.

## **WAREHOUSE SUPERVISOR**

**ABC EMPORIO (Kannur, Kerala) April 2020 - Jan 2021**

- Stock control and management, in addition to monitoring deliveries and receiving
- Keeping a record and maintaining cycle counts of the entire inventory in the store
- Receiving and verifying the inventory with the purchase order listings.
- Reporting loss, damage and any such discrepancies to the supervising authorities.
- Sorting all goods and stacking them appropriately.
- Assisting in the packaging of the goods.
- Maintaining proper documentation processed for the receipt of the good and supplies.
- Ensuring the timely dispatch of the goods to the appropriate destinations.
- Maintaining cleanliness and order in the work place, and complying with all safety norms while carrying out work functions.
- Ensure safe keeping both as to quality and quantity of materials.
- Coordinating and synchronizing work functions with the vendors, suppliers and other internal divisions of the establishment.

## **EMERGENCY MEDICAL CARE TECHNICIAN (Intern)**

**ASHIRVAD HOSPITAL (Kannur, Kerala) Jan 2017 - May 2017**

- Works with and assists physicians and nurses and provide technical support for patient care
- Reports on the condition of the patient to the appropriate supervisor and other staff members
- Assists with wound care
- Assists with CPR and Emergency airway procedures
- Assists with obtaining and documentation of vital signs and placement of oxygen saturation, cardiac monitoring and non-invasive blood pressure monitoring system
- Assists with the transport of patients to other departments
- Participates in team meetings

## **PROFESSIONAL SKILLS/ TRAINING**

- Innovative dealmaker who develops profitable solutions to complex problems in highly competitive markets.
- Strong business acumen and time management skills.
- Strong relationships within the marketplace.
- Strong negotiation skills, broad financial skills, including financial analysis.
- Build a team to change the future with innovative ideas and meet new challenges.
- Quick at learning new concepts and technologies and putting them to use.
- Creative thinking, self-motivated hard worker.
- Good interpersonal and communication skills, cooperative quality and team player.
- Attention to details, work under pressure, flexible and can adapt new situations.

## QUALIFICATION/ EDUCATION

**Bachelor of Business Administration (TTM)** - Kannur University (2020 Graduate)

**Diploma in Emergency Medical Care Technician** - Life supporters Institute Of Health Science under Kerala Govt. (2017)

**Higher Secondary Education (Commerce)** - SN Trust (2017)

## PERSONAL DETAILS

Gender: Male

Marital Status: Single

DOB: 07/ March/ 1999

Passport No: N4678719

Nationality: Indian

Visa Status: Visit Visa

Availability: Immediate