



Mohsina salman

Results-oriented **Customer Relations Executive cum Arabic typist** have an ability to do all **Immigration, emirates id, medical fitness** typing services. Having **5 years work Experience in UAE**. Effective interpersonal and communication skills, highly Organized and Independent able to effectively coordinate tasks to accomplish Projects with Timelines and creativity.
Highly motivated, detail directed problem solver.

EMPLOYMENT

2020 - Present

CUSTOMER RELATION EXECUTIVE - AMER Gov. Services- Dragon mart 2 - Dxb

- + DHA Medical fitness applications.
- + Dubai municipality
- + Business set up

2016 - 2017

CUSTOMER SERVICE REPRESENTATIVE - Point 2 Point Business Services- Al twar

- + Immigration visa service in Evison and EDNRD
- + Emirates id applications
- + DHA Medical fitness applications.
- + Telephone customer service
- + Follow up with GDRFA-AMER service
- + Drafting bio data and resume
- + Arabic typing
- + Drafting letters

CUSTOMER SERVICE – Point 2 Point Business Services – wafi mall - Dubai

- + International visa applications (UK /Schengen /USA /Australia /Canada)
- + Travel ticket booking, Hotel reservation, and travel insurance.

2014 – 2015

ACCOUNTANT CUM TYPIST - Four Star Business Services – Karama - Dubai

- + Account maintenance in Tally ERP9.
- + Prepare daily statement
- + Emirates id / medical / eform applications

2011 – 2014

ACCOUNTANT CUM OFFICE ASSISTANT

Crystal music institute - Dubai

- + Account maintenance in Tally ERP9.
- + Prepare daily statement and ledger book
- + Helps art department in support of stage programmes in art and crafting works
- + Telephone attending to give proper course guidance to customer

EDUCATION

2011

BACHELOR OF COMEMRCE – Mahatma Gandhi University –Kerala-India

2008

MAJLIS IHSE DEGREE IN ARABIC – Women's Arabic college-Eriyad-India

2008

PLUS TWO-COMMERCE – Higher secondary education board Kerala-India

2005

SSLC – Board examinations-Kerala-India

COMPUTER SKILLS

- + **MS OFFICE**
- + **ADOBE PHOTOSHOP**
- + **VIDEO EDITING**
- + **TALLY**
- + **PEACHTREE**
- + **QUICKBOOKS**
- + **DTP**

WORK SKILLS

- + **Arabic typing**
- + **Immigration visa related services**
- + **Medical fitness applications**
- + **Emirates id applications**
- + **International visa typing (UK/USA/Schengen etc.)**
- + **Hotel and travel ticket booking**
- + **Travel insurance**
- + **Web and tech savvy**
- + **Drafting Resumes / CV / Letters**

AWARDS AND ACHIEVEMENTS

- + **SSLC GOLD MEDAL WINNER**
- + **STATE LEVEL FIRST RANK HOLDER IN MAJLIS IHSE BOARD EXAMS – ARABIC**
- + **BEST SCRIPT WRITER (SHORT FILM) - MAJLIS FEST- KOZHIKODE**
- + **BEST MAGAZINE EDITOR – MAJLIS IHSE BOARD-KERALA**
- + **BEST ACTRESS – DRAMA (DOWRY) –COLLEGE FEST**
- + **FIRST PRIZE IN MONO ACT BASED ON TERRORISM – STATE LEVEL**
- + **COLLEGE ARTISTIC AWARD FOR CONTINUOUS THREE YEARS**
- + **PUBLISHED ARTICLES AND REVIEWS IN MADHYAMAM NEWS PAPER**
- + **WINNER – SING N WIN - COME ON KERALA EVENT AT EXPO CENTER – SHJ**
- + **YOUTUBE CONTENT CREATOR**

PERSONAL INFORMATION

VISA STATUS	ON HUSBAND VISA (VALID UNTIL 16-09-2021)
MARITAL STATUS	MARRIED
DATE OF BIRTH	26-08-1990
NATIONALITY	INDIA
LANGUAGE	ENGLISH, ARABIC, HINDI, TAMIL, MALAYALAM
PASSPORT NUMBER	T8192569
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