

CURRICULAM VITAE

Communication Address :

Mohammed Jaffar

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Dubai, UAE.



Career objective:

To secure a challenging and rewarding position in a reputed organization offering personal development and opportunities and professional growth based on performance.

Personal Attribute:

A self –Starter with a drive and enthusiasm to grow and accept challenges, presentation skills and willing to learn and grow are some of my personal attributes

Academic Qualification:

- Bachelors of Arts (B.A) from kakatiya university 2016-2019.
- Intermediate (M.P.C) from Board of Intermediate 2011-2012.
- High school (S.S.C) from Board of Secondary Education 2010.

IT & ADDITIONAL SKILLS:

- MS Office, Word, Excel Power Point, Win Xp, 7& 8 and Knowledge of Internet
- Diploma in Civil & Mechanical AutoCAD 2D Indo British Academy.
- Diploma in Drafting. – Indo British Academy.
- Diploma in Computer DCA – Soft Info tech Warangal.
- Diploma In Land Surveying (Total Station)

GULF EXPERIENCE PROFILE :

Name of the Company : Arsh businessman services.
• Designation : Call center sales, Customer Service.
• Duration : 2 YEAR'S

Name of the Company : Gulf coasts co llc
• Designation : Call center agent.
• Duration : 3 YEAR

INDIAN EXPERIENCE PROFILE :

Name of the Company : Indian Agencies Electronics & Home Appliances, Warangal -India

- Designation : Customer Service
- Duration : June 2015 – November 2015

STRENGTH AND SKILLS:

- Self Motivated
- Strong Verbal And Personal Communication Skills
- Initial With A High Level Of Energy
- Hard Working, Result Oriented & Punctual
- Tolerant and Flexible to Different Situations
- Fluent in English

DUTIES AND RESPONSIBILITIES:

- Ability to communicate with people at all levels within and outside the organization.
- Able to make daily sales report
- Ability to work independently within team co-operation with good Problem Solving Skills, Prompt skills, prompt follow up on detail.
- Deal directly with customers either by telephone, electronically or face to face
- Handle and resolve customer complaints
- Obtain and evaluate all relevant information to handle product and service inquiries
- Provide pricing and delivery information
- Process orders, forms, applications and requests
- Organize workflow to meet customer timeframes
- Keep records of customer interactions and transactions

Personal details:

Gender : Male
Date of birth : 15th June 1995
Father's name : Mohammed Tajuddin
Religion : Islam
Nationality : Indian
Languages known : English, Hindi, Urdu, Telugu & Basic Arabic
Marital status : Single
Visa status : Resident visa
Driver'S License : Yes, License Number(3912982)
Vaccinated : Yes

REFERENCES & ADDITIONAL INFORMATION:

Available on request.

DECLARATION :

I Hereby Certify That The Particulars Given Above Are True And Correct To The Best Of Knowledge.

(Mohammed Jaffar) DUBAI, U.A.E.