



MIRSHAD

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✉ Mirsnadmoidutty@gmail.com

PERSONAL

Father's Name: Moidutty

Date of Birth : 25/03/2001

Sex : Male

Marital Status : single

Religion : Islam

Nationality : Indian

AREAS OF INTERESTS

- COMMUNICATING WITH CLIENTS
- CALLING CLIENTS
- PLEASANT CONVERSATION FOR CONVINCING
- COMPUTER APPLICATIONS (O.F)

LANGUAGES

English : Read, Write, Speak

Hindi : Read, Write, Speak

Malayalam: Read, Write, Speak

Arabic : Read, Write, Speak

Tamil : Speak

CAREER OBJECTIVE

To work in a challenging environment to utilize my experience and knowledge in an organization that offers professional growth while being resourceful and flexible.

WORK EXPERIENCE

1. QUALITY SUPERMARKET ACCOUNTS DEPARTMENT (ASSTND)

KERALA, INDIA .

(2 year)

1. NEW ALLIANZ GENERAL TRADING LLC

FILING CLERK (Includes all entries on Tally PRIME SILVER)

AJMAN , UNITED ARAB EMIRATES .

(2 YEARS)

2. WORKING AS FREELANCE ONLINE MARKETING FOR COOPERATIVE SERVICES IN DUBAI

DUTIES AND RESPONSIBILITIES.

- PUNCTUAL ATTENDING OF PHONE CALLS AS AN ADMIN
- DRAFT MAILS ACCORDING TO THE INQUIRIES AND QUOTATIONS
- APPROACH CLIENT WITH A PLEASANT SMILE.
- KEEP THE OFFICE TIDY.
- ENCOURAGE ONLY IN WORK ON WORKING HOURS.

PERSONAL SKILLS

- Good communication skills.
- Ability to understand and solve the issues of the customer .
- Motivation.
- Patience.

EDUCATIONAL QUALIFICATION

SSLC (STD X)

Ansar English school

Perumpilavu ,Kerala ,INDIA .

HIGHER SECONDARY (plus two.)

Presidency college ,Erumappetty

Erumappetty ,Kerala ,INDIA

PASSPORT DETAILS

Passport No. :T5533611

Date of issue : 29/04/2019

Date of expiry : 28/04/2029

DECLARATION

I hereby declare that the all information given above are true to my best knowledge and belief. If given a chance to serve you I assure you that I will execute my duties for the total satisfaction of my superiors and for the growth of the organization.

MIRSHAD