



PERSONAL INFO

Mobile Number +971 56 979 4431

Email binshadmuhsin06@gmail.com

Date of Birth 27 October 2002

LinkedIn [linkedin.com/binshadmuhsin](https://www.linkedin.com/in/binshadmuhsin)

Location Dubai, United Arab Emirates

Visa Status Visit Visa

KEY SKILLS

- Customer Service
- Communication Skills
- Attention to Detail
- Time Management
- Multitasking
- Problem Solving
- MS Office

CERTIFICATIONS

Finances Overview in SAP S/4 HANA

SAP Online 2023

Advanced skills in MS Excel

Sree Shankaracharya Institute 2023

EDUCATION

BA in English Language and Literature

Kannur University 2020-2023

High School Diploma

Kerala Board of Public Education 2018-2020

LANGUAGES

English Fluent Arabic Beginner

Hindi Fluent Malayalam Native

BINSHAD MUHSIN VM

PROFESSIONAL SUMMARY

Enthusiastic and customer-oriented professional with experience in administration, sales, accounts, and customer service. Seeking to leverage my diverse skill set and dedication to providing excellent service in a dynamic role in your company.

WORK EXPERIENCE

Office Administrator

Oct 2023- Dec 2023

DAMAS Furniture | Dubai, United Arab Emirates

- Manage Office Operations:** Oversee daily office functions, including supplies, equipment maintenance, and vendor coordination to ensure a smooth workflow.
- Support Scheduling and Meetings:** Organize appointments, meetings, and events, preparing agendas and handling logistics.
- Handle Client and Staff Communication:** Serve as a primary contact for inquiries, managing calls, emails, and in-person requests professionally.
- Maintain Records and Documentation:** Update and organize files, databases, and records for quick access and efficient retrieval.
- Assist with Financial and Administrative Tasks:** Process invoices, manage petty cash, and support budgeting efforts as needed

Cashier cum Sales Associate

Sept 2021- March 2023

Grand Supermart | Payyanur, Kerala

- Handle Cash and Card Transactions:** Accurately process payments, refunds, and exchanges while ensuring a balanced cash register.
- Assist Customers:** Provide excellent customer service, addressing inquiries, resolving complaints, and guiding customers through the purchasing process.
- Promote Sales:** Suggest products, upsell promotions, and encourage add-on sales to boost revenue and enhance customer satisfaction.
- Maintain Store Appearance:** Keep the checkout area clean and organized, restock shelves, and ensure products are displayed attractively.
- Inventory Support:** Assist with stock checks, manage inventory, and report low stock levels to maintain adequate product availability