



MOHAMED JAFAR

office assistant



+971542427310



mj135186@gmail.com



Sharjah, UAE

Language

- English
- Tamil
- Malayalam
- Arabic
- Hindi

Expertise

- Management Skills
- Creativity
- knowledge of consumer service and practices
- Self motivated
- Critical Thinking
- Leadership

Experience

Me service LLC
Abudhabi ,UAE
2022 to till

cooperating with office staff maintain proper interaction and friendly environment with in the office serving visitors for soft drinks and water making Arabic cofee,Turkish and Karak chai.

Zealous pvt, Ltd
chennai , India
June 2020- Jan 2021

Handle with customer complaints, provide appropriate solutions and alternatives with in the time limits follow up to ensure resolution keep records customers interactions, process customer accounts and file documents Follw communications procedures, guidelines and policies

Education

BHARATHIDASAN UNIVERSITY

Bachelor of business administration
(2017-2020)

Skills Summary

Tally

