



MERAJ AHMED

CONTACT

- +971-561-92-8252
- meraj.in@rediffmail.com
merajaahmad63@gmail.com
- Dubai, UAE

EDUCATION

- 2009
DR. R.M.L. AWADH
UNIVERSITY
- Bachelor of Arts

SKILLS

- Highly motivated
- Self-starter
- Focused on exceeding client expectations and SLAs
- Quick thinker
- Result-oriented
- Problem solver
- Excels under pressure
- Sincere
- Dynamic
- Hardworking

LANGUAGES

- English ●●●●●
- Hindi ●●●●●

OBJECTIVE

To obtain a challenging and rewarding role in a leading and progressive organization that leverages my skills and expertise in management, operations, and customer service to drive business growth and achieve organizational goals. I aim to utilize my experience in managing billing and transactions, addressing customer inquiries, and streamlining production processes to deliver exceptional results and exceed client expectations. I am eager to join an organization that values innovation, teamwork, and professional development, and offers opportunities for growth and advancement.

WORK EXPERIENCE

- Dropps Laundry | Dubai** 2023 - PRESENT
Management Executive
 - Manage billing and transactions for laundry services.
 - Address customer inquiries and resolve issues efficiently
 - Ensure accurate processing of orders and maintain high customer satisfaction levels
- Professional Courier | India** 2018--2023
Operation Executive
 - Assisted customers with goods-related queries and managed operations
- Nibras Advertising Company | Bahrain** 2015-2017
Production Technician
 - Fine-tuned and streamlined production of printing items like bags, caps, etc.
- Ambitious Securities | India** 2010-2011
Stock Broker
 - Bought and sold shares, performed data entry, and generated operational reports

PROFESSIONAL QUALIFICATIONS

- ITI (Electronics): G.I.T.I., Musafirkhana, Sultanpur
- Summer Training: Embedded System from CETPA Institute, Lucknow
- Computer Skill: A.D.C.A. Computer Course with Grade 'A'