



**Mohammed Faraz**

Burdubai, Dubai, UAE.

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Dear Sir / Madam,

Having achieved extensive training and **10+ years** of experience as an, **Customer Service, Administration, Real Estate Professional**. I, Mohammed Faraz, hope to commence my career by joining a highly reputable company that gives me the chance to utilize this knowledge and experience in a productive and innovative manner. Being part of your company, I will not only have the opportunity to groom myself into the finest professional, but I will also have contribute to the best of my abilities for the betterment of the company.

Being part of your organization, I believe that the exposure I get in this internationally diversified environment will enable me to make the best of my abilities. The scope of learning will be immense, as I will have the opportunity to work with a highly qualified and experienced team. I am certain that my detail oriented and proactive demeanor will prove to be a positive and seamless addition to your organization.

I hereby hope that we may arrange an interview where we can further assess how my motivation, talent and skills will address the needs of your organization in an effective and efficient comportment. I would be happy to respond to any questions that you may have.

Thank You,  
Regards,

Mohammed Faraz.

# MOHAMMED FARAZ

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Address: Burdubai, Dubai - UAE



## Objective:

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

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## Key Management Skills & Expertise:

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| <ul style="list-style-type: none"><li>• Organizational skills</li><li>• Property Listing</li><li>• Managing contracts</li><li>• Troubleshooting</li><li>• Attendance Management</li><li>• Attention to detail</li><li>• Data Entry</li></ul> | <ul style="list-style-type: none"><li>• Time Management</li><li>• Record keeping</li><li>• Problem Solving</li><li>• Microsoft Office</li><li>• Excellent verbal &amp; written communication skills</li><li>• Flexible, capable to work under pressure &amp; meet deadlines</li></ul> |
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## Career History:

### 1. ENRICH CASTLE REAL ESTATE – DUBAI, UAE

Jan 2021 – Jan 2024 – Admin & Customer Service Executive:

#### Job profile:

- Devise and maintain office filing system.
- Handling CRM and monitoring other Property advertisement portals.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Monitoring inventory for sales, rentals, and renewals.
- Communicating with customers through various channels.
- Schedule necessary appointments with all parties, including open houses and the final walkthrough.
- Complete paperwork for all real estate transactions in a timely manner to ensure a deal is closed as quickly as possible.
- Monitor deadlines and provide notices to appropriate parties when necessary.
- Acknowledging and resolving customer complaints.
- Keeping records of customer interactions, transactions, comments, and complaints.

### 2. ALASHRAFIYA INTERNATIONAL FOODSTUFF L.L.C – DUBAI, UAE

Aug 2013 – Sep 2019 - HR & Administration Coordinator:

#### Job profile:

- Perform and monitor all the HR related tasks in Dubai.
- Monitor and instructs the PRO and the HR Staff.
- Provides Administration Support to the General Manager & the Group from International Offices.
- Conducts personnel management (attendance, roster, payroll, leaves, final settlement, personal files, uniforms, IDs, training, warnings, recruitment, performance evaluation, suggestions, staff room facilities, quality management and employee rights and benefits in line with UAE Labor Law).
- Establish and maintain the HR and Admin files and records. Make sure that all the staff personal files are updated and contain the required documents.

- Maintain, monitor and alert key personnel regarding the passport, visa, smart card and medical card expiry. Prepares relevant documents if needed for renewal.
- Assist and monitor vacation leave and personnel movement (not returning on time from vacation, absconding, employee for cancellation, employee turnover, etc.)
- Travel Coordinator, in charge of travel, arranging tickets, hotel booking, etc. for staff and Management.
- Prepares daily and monthly reports on current staff lists and numbers, staff time attendance, absence, lateness.
- In charge of preparing the payroll for the staff in timely order.

### 3. **BSR Engineers PVT LTD – India:**

**August 2010 – June 2013 - Admin Assistant:**

**Job profile:**

- Supporting the Talent Manager in the administration process for recruitment and selection.
- Record Equality and Diversity related information.
- Organize interviews for short listed applicants, including arranging the interview date, panel, rooms and interview program.
- Oversee the recruitment filing system, including records on unsuccessful applicants.
- Complete pre-employment checks for preferred candidates in a timely manner.
- Responsible for meeting and greeting interview candidates, informing the candidates of the outcome of the task and if applicable scheduling them for an interview.
- Managing the personnel records and ensuring all are kept up to date.

### **Educational Qualifications:**

- ✓ B.sc (Computer Science) Graduation from Bundelkhand University - India 2010-2013
- ✓ Intermediate (Math & Science) High School from St. Joseph's Junior College- India 2008-2010

### **Certification:**

- Human Resource Management Training (short course)
- Advance Diploma In Computer Application
- Data Analyst (Short Course)

### **Personal Information:**

Father's Name	:	Mohammed Nadeem
Date of Birth	:	17 <sup>th</sup> March 1993
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English, Urdu, and Hindi.
Visa Status	:	Own Resident Visa (Oct 2025)

### **Declaration:**

I do solemnly affirm that the information contained is correct to the best of my knowledge and belief.

DATE: 24-JAN-2024

Place: Dubai - UAE.

(Mohammed Faraz)