

RESUME



MOHAMMED HASSAN.

Email id: mh23041991@gmail.com

Work Email: mh23041991@gmail.com

Phone no: +971-552079729

CAREER OBJECTIVE:

Looking forward to build a good career in a reputed organization by performing well in a challenging atmosphere.

PROFESSIONAL SYNOPSIS:

- Having around 5 years of experience with Effective communication, interpersonal and organizational skills.
- Strong knowledge with respect to communication and an excellent track record of achieving targets.

WORK EXPERIENCE:

KHALANDAR TRADING COMPANY (Supervisor) – 5 years

- **TIMBER - Import/Export/Production/Manufacturing (End to End)**
- Strictly managing and monitoring with safety measures
- Maintaining login and logouts of the employees
- Documentation of the employees
- Ensuring to have enough of stock available on daily basis

Responsibilities

- Pricing customer enquiries
- Preparing customer orders for production
- Supporting external sales team
- Offering advice on company products in relation to their enquiry
- General administration tasks

Criteria:

- Excellent customer service skills
- Excellent verbal communication and active listening skills
- Time management skills and the ability to prioritize tasks
- Ability to work independently and as a part of the team
- Timber product knowledge

Benefits:

- Company pension scheme
- Competitive rate to pay
- Staff Training
- Long Service leave and recognition

EDUCATIONAL QUALIFICATION:

- **B.Com** from St. Philomena's College
- **PUC** from St. Philomena's College
- **SSLC** from Lucky High School

PERSONAL STRENGTH:

- High energy level
- Planning ability
- Decision making skills
- Ability to work with others
- Problem Solving
- Process Improvement

TECHNICAL SKILLS:

- Basics in Computers
- MS Office
- Well versed in Excel

PERSONAL DETAILS:

Father's Name : Noor Mohammed
D.O.B : 23-04-1991
Sex : Male
Marital Status : Single
Nationality : Indian
Languages Known : Kannada, English, Hindi and Urdu
Present Address : Karnataka, India
Passport No : P0441312

OTHER ACTIVITIES & HOBBIES:

- Sports
- Travel
- Listening to music

DECLARATION:

I hereby declare that the above given data is true to my conscience.

Date: 03/23/2

Place: Dubai (Sharja)

Mohammed Hassan