

CURRICULUM VITAE

MOHAMMED MAHSUQE

LOCATION: **ABUDHABI, UNITED ARAB EMIRATES**

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CAREER SNAPSHOT

Hard-working and smart enthusiastic person with proven talent and organization skills, and attention to detail. Seeking to apply my abilities to fill the best role in your company.

PERSONAL STRENGTHS

- **STRONG LEADERSHIP SKILL**
- **STRONG COMMUNICATION AND INTERPERSONAL SKILLS**
- **CUSTOMER SERVICE SKILLS**
- **ORGANIZATION SKILL**
- **TIME MANAGEMENT**
- **POSITIVE ATTITUDE**

WORK EXPERIENCE

➤ **LULU GROUPS INTERNATIONAL L.L.C 2018 – PRESENT**
SALES

- Implemented up-selling strategies, encompassing recommendation of accessories and complementary purchases.
- Conduct market research to identify selling
- Follow steps of the call and build good relationship with customers by providing on time/Excellent service.
- Flow daily administration step to have smooth sales.
- Maintain store racks applying FIFO method to avoid, reduce any expiry or damaged product in outlets.
- Remain knowledge on product offered and discuss availability.
- Follow the market plans BDA.

➤ **CREEK GALAXY BUILDER & DEVELOPERS 2017 – 2018**
CUSTOMER SERVICE

- Providing help and advice to customer using our organization services.
- Report any maintenance issues immediately to line manager,
- Deal with all enquires in a professional and courteous manner, in person, on the telephone.
- Keep up to date with current promotion and hotel pricing, to provide information to guests on request.
- Follow up on invoices and statements to ensure customers pay the appropriate amount on time.

EDUCATIONAL BACKGROUND

- ❖ **ACCOUNTING RESEARCH COMPOSITE INSTITUTE MANGALORE - 2017**
DIPLOMA IN FINANCIAL ACCOUNTING AND COMPUTER APPLICATION
- ❖ **ALVA'S COLLEGE MANGALORE – 2017**
BACHELOR IN BUSINESS MANAGEMENT
- ❖ **ST ALOYSIUS PRE-UNIVERSITY COLLEGE - 2014**
BUSINESS AND MARKETING STUDIES
- ❖ **INFANT JESUS JOYLAND SCHOOL - 2012**
SSLC

IT & PERSONAL SKILLS

- SAP ERP
- Microsoft office 365
- Business intelligence – BI & analyser
- Manual & computerized accounting.
- Expert in Microsoft office.
- Tally ERP

PERSONAL INFORMATION

- ❖ GENDER : MALE
- ❖ VISA STATUS : EMPLOYMENT VISA
- ❖ NATIONALITY : INDIAN
- ❖ LANGUAGE KNOWN : ENGLISH, ARABIC, MALAYALAM, HINDI, KANNADA
- ❖ DATE OF BIRTH : 12-07-1995
- ❖ PASSPORT NO : M1786080
- ❖ DRIVING LICENSE : UAE DRIVING LICENSE (MANUAL)

I DECLARE THAT THE ABOVE FACTS GIVEN BY ME ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.