

CURRICULUM VITAE

MOHAMMED MANSOOR

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DUBAI-UAE



Career Objective:

To obtain a challenging position in a reputable organization that provides opportunities for professional and personal growth. Utilize my skills and experience to contribute to the company's progress and development.

Core Competencies

Technical Skills / Hard Skills:

Office 365 (Excel, Word, Outlook) | Internet Browsing & Email
Order Preparation

Soft Skills:

Excellent Communication skills | Interpersonal Skills | Flexibility | Leadership | Decision Making | Time Management | Teamwork | Organizational Skills | Client Relations | Problem-Solving Skills.

Professional Experience:

Grandiose Supermarket (Dubai)

04/2021 – 10/2022

Picker/ Dispatcher

- Dispatch the other aggregators such as NowNow, Instashop, Careem, Talabat and Elgrocer.
- Checking the quality and freshness of all items packing and expiration dates.
- Make sure there are no missing or extra items in the packaging.
- Pack non-food, and pet products separately.
- Frozen & chilled items must go in thermal bags.
- Checking for broken, leaking, or dented items.
- Communicates directly with delivery driver to coordinate orders and deliveries.
- Handle customers' complaints.
- Create daily reports.
- Cleaned and organized the workspace.

OFFICE BOY 09/ 2018 – 01/2020

LEGEND MULTI MOTORS AT AL AWIR, DUBAI

- **Serve Tea and Coffee to Staff and office Visitor.**
- **Maintains the cleanliness of the office premises and kitchen.**
- **Coordinating the maintenance and repair of office equipment.**
- **Dealing with queries or requests from the visitors and employees.**
- **Assists in menial office tasks required by the office staff.**

Qualification:

SSLC (KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD) -2011

PUC (DEPARTMENT OF P.U EDUCATION KARNATA) - 2013

PERSONAL INFORMATION

- **Date of Birth:** 28/01/1996
- **Nationality:** Indian
- **Language:** English, Hindi, Kannada, Malayalam, Tulu, Urdu
- **Visa Status:** Visit Visa,
- **Sex:** Male
- **Marital Status:** Single
- **Passport No:** R1230114

HOBBIES

Football, Cricket, Reading, Music, Movies

DECLARATION:

“I hereby declare that the facts given above are genuine to the best of my knowledge and belief.”