

Mohamed Thoufiq

✉ mohamedthoufiqsahul@gmail.com

☎ +971 547073058

📍 Dubai, united Arab Emirates

🇮🇳 India

👤 Single



Profile

Dedicated and detail-oriented professional seeking a Cashier cum Admin position where I can utilize my strong organizational skills, customer service experience, and administrative abilities to contribute to the efficient operation of the organization.

Professional Experience

June 2022 – present
Dubai,
United Arab Emirates

Emirates Co-operative society

Administrative assistant cum cashier

- Provided administrative support to the office staff
- Managed incoming and outgoing correspondence
- Scheduled appointments and meetings for management
- Assisted with document preparation and formatting
- Maintained office supplies inventory and ordered supplies as needed
- Handled customer inquiries and resolved issues in a timely and professional manner
- Processed orders and returns
- Maintained customer records and updated information as needed
- Collaborated with other team members to ensure excellent customer service

2019 – 2020
India

Global Info Tech

Electrical Technician Intern

- Assisted in the installation, maintenance, and repair of electrical systems
- Conducted troubleshooting and diagnostic tests on electrical equipment
- Assisted senior technicians in conducting preventive maintenance activities
- Learned to interpret electrical schematics and technical drawings
- Adhered to safety protocols and procedures at all times- Assisted in the installation and maintenance of electrical systems
- Troubleshoot electrical issues and performed repairs as needed
- Conducted routine inspections to ensure compliance with safety regulations
- Assisted in the development of electrical maintenance procedures
- Collaborated with engineers and other technicians to complete projects on time and within budget

Education

July 2016 – April 2018 **Mass polytechnic college**
Kumbakonam, Indian **Diploma electrical And Electronics engineering**

Languages

English

Hindi

Tamil

Courses

- Certification in Advanced Mobile Phone Repair Techniques
MIT

AutoCAD 2D and 3D
CAD POINT

REVIT MEP Designing & Drafting
CAD POINT

- Proficient in electrical circuit design and analysis

Skills

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) • Excellent organizational and time management skills • Strong written and verbal communication abilities • Ability to prioritize tasks and manage multiple projects simultaneously • Attention to detail and high level of accuracy • Ability to maintain confidentiality and handle sensitive information with discretion • Proficient in AutoCAD, Revit, and other drafting software • Strong understanding of mechanical, electrical, and plumbing systems • Ability to interpret architectural and engineering drawings • Effective communication and teamwork abilities • Proficient in cash handling and POS systems • Strong customer service skills • Excellent communication skills, both verbal and written • Ability to multitask and prioritize tasks effectively • Skilled in administrative tasks such as data entry, filing, and scheduling • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) • HVAC, lighting, and plumbing design • Email and call handling • Inventory management • Document management • - Excellent problem-solving and analytical skills