

MOHAMED HANIFA

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

EXPERIENCE

Aug 2011
|
Dec 2013

Al Tanmyah Services

office assistant

Organizing and maintaining electronic and paper files and managing projects • Answering telephone direct screen calls taking and relaying messages • Monitoring the use of equipment and supplies within the office • Dealing with queries or requests from the visitors and employees • Coordinating the maintenance and repair of office equipment • Assisting other administrative staff in wide range of office duties • Collecting and distributing couriers or parcels among employees and opening and sorting emails • Helping the receptionist secretaries or other administrative assistants in performing their duties

Oct 2014
|
Apr 2020

Al Tanmyah Services

waiter

Greet and escort customers to their tables Prepare tables by setting up linens, silverware and glasses Inform customers about the day's specials Serve food and drink orders Check dishes and kitchenware for cleanliness and presentation and report any problems Arrange table settings and maintain a tidy dining area Carry dirty plates, glasses and silverware to kitchen for cleaning Follow all relevant health department regulations Provide excellent customer service to guests

EDUCATION

Jul 1998

higher secondary school

Government High School

Jun 2003

bachelor marketing management

Annamalai University

ACHIEVEMENT

Re-organized something to make it work better. Identified a problem and solved it. Come up with a new idea that improved things. Developed or implemented new procedures or systems. Worked on special projects. Received awards. Been complimented by your supervisor or co-workers.



CONTACT INFO

Phone: 545128694

Email: hani75669@gmail.com

DOB: 10.06.1985

Gender: Male

Nationality: Indian

Address: Deira Dubai United Arab Emirates

SKILLS

Communication

Leadership

Organization

Problem solving

Teamwork

Time management

LANGUAGES

English

Hindi

Malayalam

Tamil

HOBBIES

Listening to music

Reading

Sports

Swimming

Writing