



MOIDEEN MOHAMMED FAYAZ.

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OBJECTIVE

To make a sound position in the corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work. To succeed in environment of growth and excellence and earn job which provides me job satisfaction and self-devolvement and help me achieve personal as well as organization goals.

EDUCATION & QUALIFICATION

- ❖ Pre-University from University Education Board, Karnataka.
- ❖ Secondary School (SSLC) from Karnataka State Education Board.

Work Experience

1) Office Boy Cum Messenger (Jan 2021 – Dec 2022)

Puma showroom at Bengaluru

Responsibilities

- ❖ Serve Tea and Coffee to Staff and office Visitor.
- ❖ Clean office kitchen on daily basis.
- ❖ Responsible for disposal of trash, waste, and other disposable material.
- ❖ Monitoring the use of equipment and supplies within the office.
- ❖ Dealing with queries or requests from the visitors and employees.

2) MESSENGER. (March 2018 - Dec 2020)

MRPL Bandar Mangalore - India.

Responsibilities

- ❖ Pick-up and deliver letters, important business documents, or packages that need to be sent or received with priority.
- ❖ Load vehicle with listed goods, ensuring goods are loaded correctly and when necessary, taking the needed precautions with hazardous goods.
- ❖ Receive and store all office supplies orders received in the building.
- ❖ Assist with store main activity's when required.
- ❖ Customer Service.

ABILITIES & SKILLS

- ❖ Ability to work within team structure, good communication skills.
- ❖ Self-motivated, enthusiastic, very energetic, and easy to communicate with associates.
- ❖ Willingness to learn, good listener, Self-motivated & hardworking, calm under pressure.
- ❖ Hard work and job dedication, confident to achieve responsibility taken, Trustworthy, Reliable

SOFT SKILLS

Familiar in MS Office (EXCEL, WORD, POWERPOINT, OUTLOOK) Excel, Typing Speed 30+ WPM with accuracy. Diploma in Computer Application (DCA).

PERSONAL DETAILS

- ❖ **Date of Birth** : 09/05/1996
- ❖ **Civil Status** : Bachelor
- ❖ **Current Location** : Abu Dhabi
- ❖ **Passport** : Y5634646
- ❖ **Passport Expiry Date** : 08/06/2033
- ❖ **Visa Status:** : 2nd Visit
- ❖ **Language Known** : English, Hindi, Malayalam, Kannada, Telugu & Tamil

DECLARATION

I hereby declare that the above-furnished details are true and correct to the best of my knowledge and belief.

MOIDEEN MOHAMMAD FAYAZ.

PLACE: ABU DHABI