

## MOHD KALEEM

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**Objective:** To obtain a position where I will be able to contribute my skills, knowledge, and experience to a company that will give me an opportunity to develop my career.



### Academic Details:

Qualification	University	Institute
Intermediate	Board of intermediate Education	Success Junior College

### Work Experience:

#### Spinneys Dubai UAE

Working as a “Customer Service/ Porter” from April 2020 till present.

- Delivering information about a company's products and services.
- Answering queries and concerns about a company's products or services.
- Processing orders and transactions.
- Resolving issues and handling customer complaints.
- Collecting customer feedback.
- Tracking customer service metrics.

#### Nature Box PVT LTD Hyd India

Worked as an “Office Boy” from December 2017 to Dec 2019.

#### Job Responsibilities:

- Clean the office at the start of the day.
- Maintain cleanliness and organization of the office premises, including meeting rooms, and common areas.
- Assist in setting up meeting rooms and ensuring they are equipped with necessary materials and refreshments.
- Run errands such as purchasing office supplies, equipment, and other requested items.
- Welcoming visitors
- Preparing Coffee & Tea for Staff & Visitors.
- Organize and control kitchen and office material storage, keeping track of material consumption
- Answers the telephone if necessary.
- Ensure that office supplies are well-stocked and manage inventory.
- Monitoring the use of equipment and supplies within the office.
- Distribute/deliver mails, correspondences, documents, and others to the person's concern.

**Personal Details:**

Father name : Mohammed Ibrahim  
Date Of Birth : 17/08/1995  
Nationality : Indian  
Languages Known : English, Hindi & Urdu  
Passport Number : M3007845  
Visa Status : Employment

**Declaration:**

If given a chance, I assure you that I will be a valuable asset your esteemed organization.

**Yours truly,**

**Mohd Kaleem**