



# MOHAMMED MOHSIN

Office assistant



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mohammedmohsin1125@  
gmail.com

## EDUCATION

### Bachelor of commerce

B.com computer  
application

### Master of business administration

MBA Finance

## EXPERTISE

- Management Skills
- Digital Marketing
- Negotiation
- Critical Thinking
- Communication Skills
- Digital Marketing
- Negotiation

## LANGUAGE

- English
- Hindi
- Telugu

## SKILLS

- Tally ERP 9
- Ms office

## PROFILE

- I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

## WORK EXPERIENCE

### Ejadah asset management

2023 – present

Office assistant (concierge)

- Meet and greet the residents
- Answer enquiries by telephone or from callers to the desk
- Assisting residents with luggage, and handling mail and deliveries for residents
- Maintain high ethical standards and professionalism.
- Represent the company with integrity and dedication.

Cashier department

### Reliance Mart

- Reconciling cash drawers accurately and ensuring the safe handling of all money.
- Scan products and ensure accurate pricing.
- Take cash, credit and debit payments.
- Issue receipts, refunds, change or tickets.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell or upsell products.
- Resolve customer complaints and concerns.

## HOBBIES

- Listening music
- playing cricket