



MUHAMMED SAFWAN

ABOUT ME

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am able to work independently in busy environments and also within a team setting.

CONTACT

+971 55 195 3961

muhammedsafwan9999@gmail.com

Dubai

COMPUTER SKILLS

Microsoft Excel

Microsoft Word

Microsoft Powerpoint

PERSONAL DETAILS

Date of Birth : 10/01/1997

Gender : Male

Nationality : Indian

Marital Status : Single

LANGUAGES

English

Malayalam

Tamil

CAREER OVERVIEW

Energetic and optimistic customer service representative with over 1 year of professional experience assisting customers.

WORK EXPERIENCE

Manappuram Finance Limited

OCTOBER 2021 - NOVEMBER 2022

Sales Executive

- Conduct credit appraisal of loans, sanctioning as per DOP and disbursement of loans within stipulated TAT.
- Assist in Gold valuation and execution of documents/ registers.

Cochin Chamber of Commerce & Industry

JANUARY 2021 - JUNE 2021

Office Administrator Assistant

- Handling administrative requests from Senior Manager.
- Creating and sealing the Certificate of Origin for the Exporters.

BATA

MARCH 2019 - JULY 2019

Sales Executive

- Ensure the availability of stock for sales.
- Handle complaints or objections from the customers and deal with them accordingly.

EDUCATION

Bachelor of Business Administration (BBA)

Mahatma Gandhi University, Kerala (2019- 2022)

Higher Secondary School

National Institute of Open Schooling - 2019

Machine Operator - Injection Moulding

Advanced Studies (2016 - 2017)

Diploma - Plastic Processing Operator

Govt. Industrial Training Institute, Kerala - 2015

High School - 2013