

RESUME

NAME : MUHAMMED NOUSHEER N
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OBJECTIVE:

I AM A DEDICATED ,ORGANIZED AND METHODICAL INDIVIDUAL. I HAVE A GOOD INTER PERSONAL SKILLS, AM AN EXCELLENT TEAM WORKER AND AM KEEN AND VERY WILING TO LEARN AND DEVELOP NEW SKILLS. I IDENTIFY AND DEVELOP OPPORTUNITIES.SEEKING INNOVETIVE AND CHALLENGING CAREER IN A GROWING ORGANIZATION WHICH GIVES ME AN OPPORTUNITY TO UTILIZE MY SKILLS AND KNOWLEDGE AND PROVIDES ME AN OPPORTUNITY FOR CAREER GROWTH.

KEY SKILL:

I HAVE EXPERIENCE IN EXECUTING VARIOUS ROLES WITH STRONG BACKGROUND IN DELIVERING QUALITY RESULTS IN ADMINISTRATION ACTIVITIES AND MAINTAINING EXCELLENT WORKING EXPERIENCE WITH CLIENTS AND COLLEAGUES. WHICH HAS BEEN A CORE DISCIPLINE OF MY WORK ETHICS. I AM A COMMITTED AND DEDICATED TEAM PLAYER, TAKING PRIDE IN BEING, SPONTANEOUS AND RESPONSIBLE.

EXPERIENCE:

WORKED AS SALES COORDINATOR CUM STORE KEEPER (1 YEAR) IN ESHARA SAFETY ACCESSORIES TRADING L.L.C, ABUDHABI, UAE. (01/12/2021 to 01/12/2022)

- MAINTAIN ALL INFORMATION MATERIAL STATUS ON DAILY BASIS.
- CO-ORDINATE DEPARTMENTS TO ENSURE EFFICIENT MOVEMENT OF ALL MATERIAL.
- PLAN, ORGANIZE, SUPERVISE AND PARTICIPATE IN THE OPERATIONS AND ACTIVITIES OF THE WAREHOUSE.
- RECEIVE, ISSUE, STORE AND RETURN WAREHOUSE STOCK AND SUPPLIES.
- MAINTAIN THE ACCURATE RECORDS OF STOCK.

WORKED AS CUSTOMER SERVICE REPRESENTATIVE AND OPERATIONS COORDINATOR (6 MONTHS) IN ANT TECHNICAL SERVICES, DUBAI, UAE. (07/02/2023 to 31/07/2023)

- MANAGE LARGE AMOUNTS OF INCOMING PHONE CALLS.
- FOLLOW COMMUNICATION PROCEDURES, GUIDELINES AND POLICIIES.
- MEET PERSONAL/CUSTOMER SERVICE TEAM SALES TARGETS AND CALL HANDILING QUOTS.
- BUILD SUSTAINABLE RELATIONSHIPS AND TRUST WITH CUSTOMER ACCOUNTS THROUGH OPEN AND INTERACTIVE COMMUNICATION.

ACADEMIC PROFILE:

1. DIPLOMA IN ELECTRONICS ENGINEERING(CGPA: 7.58) FROM CENTRAL POLYTECHNIC COLLEGE, TVM, KERALA IN 2021
2. +2(H.S.E 74%) FROM GOVT. H.S.S.E PALAYAMKUNNU, KERALA IN 2018
3. S.S.L.C (97%) FROM GOVT. H.S.S.E PALAYAMKUNNU, KERALA IN 2016.

TECHNICAL EXPERTISE:

1. WILCOM e2 EMBROIDERY STUDIO
2. MICROSOFT EXCEL
3. MICROSOFT POWER POINT
4. ADOBE PHOTOSHOP

SKILLS:

1. COMMUNICATION SKILL.
2. PROBLEM SOLVING SKILL.
3. TIME MANAGEMENT SKILLS.
4. CUSTOMER SERVICE SKILL.
5. LEADERSHIP QUALITY.
6. ACTIVE LISTENING.

PERSONAL INFORMATION:

DOB	:	05 JULY 2000
GENDER	:	MALE
MARITAL STATUS	:	UNMARRIED
NATIONALITY	:	INDIAN
LANGUAGES KNOWN	:	ENGLISH, HINDI, MALAYALAM & TAMIL

DECLARATION:

I HEREBY DECLARE THAT ALL THE DETAILS MENTIONED ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE AND I BEAR THE RESPONSIBILITY TO THE CORRECTNESS.

MUHAMMED NOUSHEER N