



PERSONAL DETAILS

- Name**
Muhsin Muhammed
- Phone number**
971545524548
- Email**
tmuhsin07@gmail.com
- Nationality**
Indian

LANGUAGES

- English ★★★★★
- Hindi ★★★★★
- Arabic ★★
- Malayalam ★★★★★

MUHSIN MUHAMMED

A Highly motivated and friendly person with positive attitude to work and strong work ethics; a person who treat work pressure as a challenge, possesses interpersonal skills and adaptive person with who is always striving to learn and improve upon existing skills.



WORK EXPERIENCE

- Nov, 2016 - Aug, 2020 **Sales Agent**
[Zain Passengers Transport By Rented Buses LL, Dubai](#)
Full-knowledge of RTASystem
Open rental agreement in RTA system on time
Responsible for answering incoming calls and arranging rentals for new-clients
Explained company promotions to incoming callers and helped to arrange rental schedules
Answer the departmental phones and distribute messages to the appropriate personnel when required. Keep the departmental printers and copiers operating properly and alert management when repair is required.
- Sep, 2020 - Sep, 2022 **Data entry operator**
[Somerian Health LLC, Abudhabi](#)
Registration Estijabah
Registration PCR Pure Health
Registration DPI
Encoding all the required datas and records efficiently
Maintaining good relationships and communications with customer/patient
Answering all the queiries from customer’s side
Being take care of inventory and inform admin of order request
Assisting admin for any work related matters



EDUCATION AND QUALIFICATIONS

- Apr, 2010 - Aug, 2013 **Diploma Interior Architecture Design**
- Jun, 2007 - Apr, 2009 **Higher Secondary Education**
- Jun, 2004 - Mar, 2007 **Secondary school**



SKILL

- Microsoft word ★★★★★
- Microsoft Excel ★★★★★
- Microsoft office ★★★★★
- Autocad ★★★★★



DECLARATION

hereby declare that all the details above mentioned are true to the best of my knowledge and belief.