

CURRICULUM VITAE



Mohammed Anwar

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Hyderabad, Telangana, India

PERSONAL DETAILS

Matril Status : Married
Gender : Male
Nationality : Indian
Religion : Islam

LANGUAGES

English, Hindi,Urdu & Telugu,

SOFTWARE SKILLS

Microsoft Office97, 2000, XP, 2003,
Microsoft Office 2007,2010.

DESIGNING SOFTWARE

Adobe Photoshop, Adobe illusrator,
Corel Draw, Page maker, Adobe Premier

STRENGTHS

- Good Communication Skills
- Good team worker
- Positive thinking
- Organized and well structured at work
- Hardworking with a high level of integrity

Reference: Upon Request

CAREER OBJECTIVES

To achieve out standing position and growth organization that offers growth as well as professional competence while fulfilling the goals of organization to the best of my ability and to learn be open to latest trend.

EDUCATION

- » **SSC** - From Z.P.H.S High School - India.
- » **Intermediate** (C.E.C) - From Lal Bahadur junior College - India.
- » **B.COM** - From St. Aloysius International - India.

PROFESSIONAL QUALIFICATION

Advance Two Years Diploma in Computer Multimedia (AAASP) from
Arena Animation Academy (Graphics Suite)

WORKING EXPERINCE - ADMIN & CUSTOMER SERVICE EXICUTIVE

(2021 to 2023) TP - Teleperformance - Dubai.

2 year Admin Customer Services in **TP-Teleperformance** in Dubai
4 years experince in **Epic Software** in DHA, Dubai

(2020 to 2021) - DHA (Dubai Health Authority"), **UAE.**

2 Year's Data Analyst & Admin Customer Services in "DHA -
Dubai Health Authority" in Dubai .

2 Year's Experience as a Admin supervisor in **Sweet Home Project.**
(2018 to 2019) -

3 Year's Experience as a Admin supervisor in "**Nova Pharma**" Pvt Ltd, India
5 Year's Experience as a Graphic & Data analyst in **Koushik Group**, India

Admin & Data Analyst

- » Updating computer records using a database
- » Working as Sr.Data Entry operator Compile, sort and verify the accuracy of data before it is entered.
- » Meet job-specific standards and production rates for data entry.
- » Contact customer to resolve any issues with their source data.
- » Locate and correct data entry errors, or report them to supervisors.
- » Complete all assigned data entry requests/tasks within required time frames while maintaining a high level of quality.

Customer Service

- » Responding promptly to customer inquiries.
- » Communicating with customers through various channels.
- » Acknowledging and resolving customer complaints.
- » Knowing our products inside and out so that you can answer questions.
- » Processing orders, forms, applications, and requests.
- » Communicating and coordinating with colleagues as necessary.
- » Providing feedback on the efficiency of the customer service process.
- » Managing a team of junior customer service representatives.
- » Ensure customer satisfaction and provide professional customer support.

Supervisor Responsibilities

- » Counted and checked all incoming medical supplies, thoroughly and properly.
- » Received and stored all incoming medical supplies,in an organized manner.
- » Prepared, maintained, and submitted all inventory-related records and reports, accurately.
- » Supervised and assisted with loading and transportation of all requested medicalSupplies.
- » Collected and returned all canceled and damaged items back to vendors.
- » Handled and answered inventory order and availability related questions, Efficiently.