

MOHAMMED FAIZAN

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Seeking a challenging and significant growth-oriented career in a professional atmosphere with high standards of work culture, calling for a focused approach, apart from the constant quest to contribute towards the growth of the organization.

EMPLOYMENT HISTORY

Silica Trading LLC DUBAI UAE

Since: Dec`18-2023-Nov 30-2024

Designation: Admin Assistant

Responsibilities

- ❖ Managing an office, fielding inquiries, overseeing office inventory, scheduling meetings and supervising other administrative personnel.
- ❖ Overseeing clerical tasks, such as sorting and sending mail.
- ❖ Handle enquiries on the phone, by email and on social media.
- ❖ Type up letters, reports and other business documents.
- ❖ Update and maintain computer records.
- ❖ Follow data protection guidelines when handling information.
- ❖ Keep track of stock, order office supplies and send out invoice.
- ❖ Responding to emails and general inquiries.
- ❖ Preparing and distributing memos and other correspondence.

OnTime Government services (OnTime Group) DUBAI UAE

Since: Oct 31st 2021-Nov 20-2023

Designation: Receptionists cum Customerservice

Client: Weqayati Smart Medical Examination Centre is a dedicated service of Al Baraha Smart Medical Examination Centre for Residency for providing medical and other government facilities.

Visa Medical, Tas-heel Taw-jeeh, Tad-beer and DED services

- ❖ Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- ❖ Greeting visitors.
- ❖ Helping them with their needs about their visa medical status
- ❖ Responding promptly to customer inquiries.
- ❖ Keeping records of customer interactions, transactions, comments, and complaints.
- ❖ Upgrading the clients for VIP Packages.
- ❖ Providing customers with the accurate and complete information, using data knowledge.
- ❖ Updating and processing Tawjeeh details for required client's Providing information through calls, email & WhatsApp. Assisting other team members and team as when necessary.

QUALIFICATION

- BBA - NDRK First Grade College Hassan
- 2nd PUC Computer Science - ST Joseph College Hassan
- 10th Mansoor English Medium High School Hassan

PROFESSIONAL SKILLS

- Negotiation Skills , Presentation skills , Leadership Qualities , Persuasive , Convincing Skills, Communication
- Event planning , Team management, Conflict management, MS Excel, Out-look, MS office

PERSONAL DETAILS

Father's Name	:	HR Majid
Date of Birth	:	21 st FEB 1996
Marital Status	:	Married
Visa Status	:	Visit Visa
Driving License	:	UAE (Light Vehicle Automatic)
Languages Known	:	English, Hindi, Urdu, Kannada,
Present Address	:	Doha Al kutub near to Doha al Jadeeda metro

Place: Qatar

Mohammed Faizan