



Mohammed Muzakkir

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📍 Location: Doha Doha

About Me

I am looking to obtain a position in a vibrant and growing organization that uses my experience as Call Center Agent and skills in problem-solving and critical thinking. My objective is to utilize my experience to advance the goals of the organization and to continue developing my skills.

Summary

- 3 years of experience as Retail Assistant
- 2 years of experience as Personal Assistant
- 1 year of experience as Call Center Agent
- Expert skills in File Management, Sales
- Advanced skills in Guest Services
- Available to work in 1 Week
- Current salary 3,500

Job History

Retail Assistant

📅 3 years of experience

Responsibilities:

- Assisted customers with purchases and provided exceptional customer service
- Maintained clean and organized store displays and inventory
- Operated cash register and processed transactions accurately and efficiently
- Assisted with receiving and stocking inventory shipments

Achievements:

- Consistently received positive feedback from customers on surveys and in-person interactions
- Improved inventory accuracy by implementing a new system for tracking stock levels

Personal Assistant

📅 2 years of experience

Responsibilities:

- Maintained the executive's calendar and scheduled appointments and meetings
- Personally handled confidential and sensitive information related to the executive's business and affairs
- Coordinated all travel arrangements and prepared detailed itineraries for the executive

Achievements:

- Successfully managed a complex and constantly changing schedule, effectively prioritizing tasks and accommodating last-minute changes
- Developed and implemented a system for organizing and archiving confidential documents, ensuring easy access and streamlined tracking of information

Service Crew / Waiter

Less than 1 year of experience

Responsibilities:

- Took orders from customers accurately and efficiently.
- Served food and beverages to tables in a timely manner.
- Maintained cleanliness of the dining area and ensured the availability of necessary supplies.

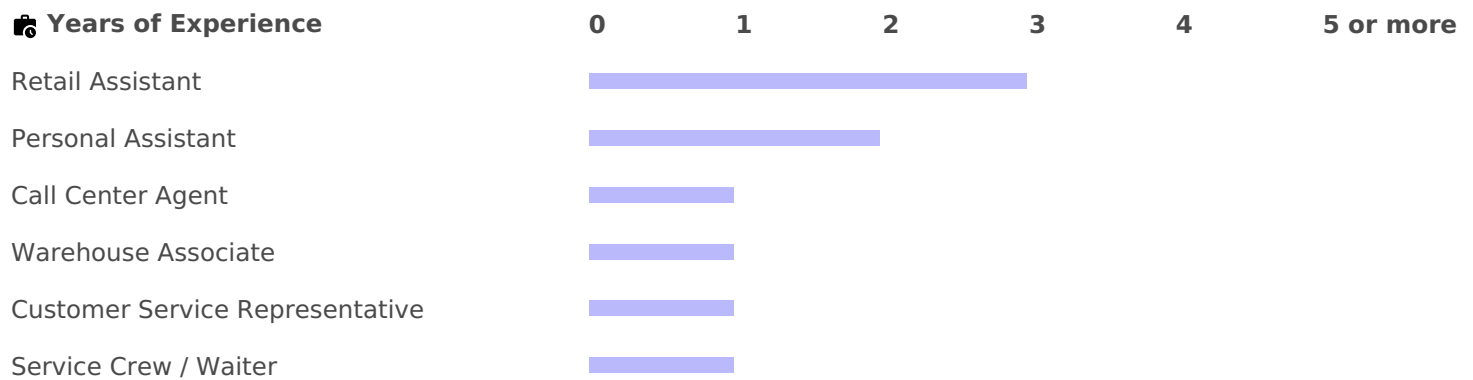
Achievements:

- Received positive feedback from customers on a regular basis regarding excellent service and attention to detail.
- Demonstrated strong multi-tasking skills by handling multiple tables simultaneously during peak hours.

Education / Certificate

Latest Education: **High School Grad**

Experience Summary



Skills

File Management : Expert

Sales : Expert

Guest Services : Advanced

Food & Beverage Service : Basic

Customer Service : Basic

Call Center : Basic

Packing : Basic

Warehousing : Basic

Call Answering : Basic