

Mohamed Faris MP



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LANGUAGES

- ❖ ENGLISH
- ❖ TAMIL
- ❖ MALAYALAM

PERSONAL DETAILS

Date of Birth: 16/11/1998
Gender: Male
Nationality: Indian
Marital Status: Single

PASSPORT DETAILS

Passport No: T5533802
Date Of Issue: 29/04/2019
Expiry Date: 28/04/2029
Visa Status: Visit Visa

SKILLS

- Administrative Assistance
- Presentation Skills
- Clerical Tasks
- Operation Assistance
- Communication Skills
- Customer Services

CURRICULUM VITAE

ADMIN ASSISTANT AND CASHIER

CAREER OBJECTIVE:

Administrative Assistant with an extensive background in a variety of office administration duties. Works well in high-pressure settings with minimal supervision in both leadership and team roles. Skilled in maximizing customer acquisition and retention and establishing trusting, lasting relationships with managers and peers. As a detail-oriented performer oversees multiple tasks through to successful completion. Especially effective at fielding phone calls, coordinating with clients and serving as the liaison between different branch offices.

WORK EXPERIENCE

ADMIN ASSISTANT AND CASHIER

Dens Dental Clinic, Kerala, India
(March 1st 2022 to September 1st 2023)

SALES AND ADMINISTRATOR

Vijay Fancy Thrithala, Kerala, India
(February 2nd 2020 to February 2nd 2022)

PROFESSIONAL COMPETENCIES

- Expertise in managing a wide range of functionalities related to Administration, Office operations and Accounts, Anticipation of needs in the organization.
- Able to multi-task and manage own time. Adjusts priorities, efficiency and speed based on the needs & conditions.
- Assisting the office in filling, organizing and attention to detail, retrieving files for personnel.
- Directing/Coordinating the supportive services department for the organization.
- Executing administrative support to include reception work, answer telephones respond to inquiries and/or refer callers as appropriate. Assisting in Inventory Management.

EXECUTIVE PROFILE

- Graduate of Bachelor of Commerce - 2016 - 2019
(University of Calicut, Kerala-India)
- Proficient in Microsoft Office, Tally ERP
- Excellent Communication in English

ATTRIBUTES

- Improving Efficiency
- Problem solving
- Continuous Learning
- Exceptionally Good Character and Discipline
- Superior Time-Consciousness and Punctuality
- Services Coordination

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and i bear the responsibility for the correctness of the above - mentioned particulars