



MUHAMMED SARSHAD

Objective

To be part of an Aviation industry, where my abilities & knowledge fully and effectively utilized, which offers opportunity for provisional development and performance-based growth.

Get in touch!

📍 UAE, SHARJAH

📞 +971 502652939

✉ sarshadhaq@gmail.com

STRENGTHS

- ✓ Excellent communication and presentation skills
- ✓ Ensuring accuracy at all time
- ✓ Self-motivated and a strong team player
- ✓ Ability to learn new things quickly
- ✓ Proficiency in computer application
- ✓ Urge to complete given tasks
- ✓ Honest and hard worker
- ✓ Good in customer handling

Technical Skills

- Microsoft word
- Microsoft excel
- MS powerpoint

Personal info

- Nationality : Indian
- Marital Status : Single
- Date of birth : 03-09-1998
- Visa Status : Visit Visa

Professional Experience

Tele sales Executive- Royal Palm Holydays, Sharjah

Reliance Trends - Calicut-Kerala

- ✓ Administrative Assistant

John players Brand- Calicut -Kerala

- ✓ Sales Executive

Area of expertise

Answering incoming calls from customer to create orders, resolving issues, initiative sales and modify account details.

Handling the customers and answering their queries.

Preparing daily and periodic reports of the transactions.

Managing daily office works and other transactions.

Maintaining all the files and keep the records.

Education

- ❖ BBA (Airline & Airport management)
 - Bharathiar University, Coimbatore, India
- ❖ Diploma in Elevator Engineering
 - Govt Industrial Institute, Calicut, India
- ❖ Field Engineering RACW
 - Fun First Global Skillers
- ❖ Diploma in Computer Application
- ❖ Plus Two & SSLC - Govt of Kerala

Hobbies

- Bike Mechanism
- Rock sport