

MUHAMMED SIRAJUDHEEN P



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Al Quoz, Industrial area 2 Dubai, United Arab Emirates

SKILLS

- The ability to thrive in a high-pressure environment.
- Outstanding written and oral communication skills.
- A willingness to follow orders.

Microsoft Excel Microsoft Powerpoint
Microsoft Word Tally9

PERSONAL DETAILS

Date of Birth : 07/07/1995

Marital Status : Single

Nationality : Indian

Visa Status : Visit Visa

Passport : S6717413

LANGUAGES

English Malayalam

OBJECTIVE

I am looking for the challenging job where I can utilise my talents and knowledge, I want to learn from the organisation and growth with organisation

EXPERIENCE

Mi Lifestyle Marketing Global 2020 - 2021

Administrative Assistant

Provides administrative support to ensure efficient operation of office.

Answers phone calls, schedules meetings and supports visitors.

Contributes to team effort by accomplishing related results as needed.

Carries out administrative duties such as filing, typing, copying, binding, scanning etc.

Jack&Jons 2018 - 2020

Sales Executive

- Greeting and serving customers as they enter the store.
- Advising and assisting customers.
- Handling complaints or forwarding serious issues to the manager on duty.
- Assisting with store deliveries.
- Replenishing the supply of stock on the shelves.
- Conducting customer transactions.

EDUCATION

Bharathiar University 2015-2018

Bachelor Bussiness Administration
3.5

National Institute Of Open School 2013-2014

Commerce
4.5

Kerala Board Of Public Examination 2012

SSLC
4.5

SSI IT EDUCATION 2019

Certificate Course
4.5

REFERENCE

Reference are available on request - ""