

Mohit Nailwal

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Dubai, UAE

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Career Objective

To launch myself in a reputed organization where my talent can be utilized to the fullest so as to grow as a complete professional and contribute to overall growth of organization which in turn would enable me to make a niche for myself in the corporate world.

Educational Details

- Bachelors in Computer Science at Dr. APJ Abdul Kalam Technical University 2020
- Intermediate at Jai Hind Public School, Narela, Delhi CBSE 2016
- Matriculation at Brahma Shakti Public School, Rohini, Delhi CBSE 2014

Skills

- Microsoft Office, Adobe Photoshop, Corel Draw, SQL Database.
- Linux, Window 10, Windows 8 • Design, colour, layout and style.
- Creative flair and imagination.
- Effective communication and negotiation skills.
- Capacity to work with constructive criticism, problem solving.
- The capacity to work with constructive criticism.
- Team management and Leadership Skills.
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Experience & Job Profile

Customer Service Advisor at CONCENTRIX Gurugram, India

1st December 2018 – 1st June 2019

- Support inbound and outbound calls for customers.
- Troubleshooting techniques and resource tools.
- Utilize critical thinking to determine the best possible solution for the customer's issue. • Meet or exceed key performance and productivity such as quality, courtesy, expertise, call documentation, schedule adherence and other metrics as defined by management.

Web Developer at CREATECH SOFTWARE PVT. LTD.

New Delhi, India

1st June 2019 – 1 August 2019

Project work done entitled

- Employment Assistance for Ex- Servicemen Officers for DGR (Ministry of Defence) Indian Army.
- Maintaining their website on weekly basis and update the which is provided by DGR.
- Alarm Based Pharmacy Inventory Control System "Final Year Project"
- A Pharmaceutical Software which keeps record of all inventory stocks in the shop and give notification as a alarm whenever any stock get reduced.

Sales Executive at Delhi Duty Free Services Pvt. Ltd. New Delhi, India

1st December 2019 – 15 November 2020

- Provide feedback to the Reporting Manager of stock shortages, demands etc.
- Counters must have an up to date focused display. Initiate display activities whenever possible.
- Handling customer questions, queries and complaints.
- Ensuring Shop conditions are great in terms of cleanliness, Fixtures and fittings and Uncluttered walkways.

**Security at Dubai International Airport Cargo and Logistics
TRANSGUARD GROUP LLC**

1st February 2021 – 15 December 2021

- Manage MOI, customs and Airport Permit Pass issues to customers.
- Checking all import and export documentation including government authorities stamps
- Prepare monthly statistical reports of the reported occurrences, incidents or cases.
- Handling of cargo throughout Cargo Operations (Export and Import).
- Coordinates with Government Authorities such as Customs, Municipality, Health or Police in an efficient and effective manner to ensure smooth movement of all cargo, courier and mail.

**Security at Dubai Duty Free Headquarters / Distribution Center
TRANSGUARD GROUP LLC**

15 December 2021 – Present

- Manage warehouse operations and check Suppliers, Contractors.
- Control access to the property • Enforce property rules and regulations
- Handle security violations.
- Monitor for potential security issues.
- Investigate and report security incident

Certifications & License

- Security Industry Regulatory Authority License Dubai (SIRA).
- Indian Driving License LMV.

Strengths

- Hard Working, Goal Oriented
- Determination, self-confidence.
- A keen learner, open to change and having the ability to adapt

Hobbies

- Listening to Music, Photography, Traveling.

Languages Known

Read : English, Hindi

Write : English, Hindi

Speak: English, Hindi, Urdu

Passport Detail -

Passport Number- U6099004 Date of Issue-29/01/2020

Date of Expire-28/01/2030

Personal Profile

Name : Mohit Nailwal
Father's name : Mr. Ramesh Nailwal
Date of Birth : 1st March 1999
Marital Status : Single
Permanent address : House No. 24, A-2 Block, Pradhan Enclave, Burari, Delhi
110084 INDIA
Contact number : Mobile: +971-524792549 , +91-9717927911

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dubai, UAE

MOHIT NAILWAL

