

# CURRICULUM VITAE



MOHAMMED RIZWAN.

## PERSONAL PROFILE

Contact No : +971568893845

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DOB : 23/04/2001

Sex : Male

Nationality : Indian

Marital Status : Single

### Languages Known :

English

Hindi

Tamil

Malayalam

Arabic

## Objective:

To seek a challenging career that fulfills my intellectual and economic needs provides me opportunities to avail my skill innovatively and help me to grow along with the organization.

## Work experience

- **CUSTOMER SERVICE EXECUTIVE / CASHIER , From January 2022 To PRESENT**

### **AL SAFEER GROUP OF COMPANIES SHARJAH (U.A.E)**

Al Safeer Group Of Companies is a biggest chain of supermarkets and malls in UAE

- **CUSTOMER SERVICE EXECUTIVE**  
Airtel Telecommunication Service Company

## Educational Qualification:

- Graduation in Bachelor in Computer Science
- Computerized Accounting
- Diploma In J2EE programming

## Duties & Responsibilities:

- Answering customer questions, providing information about products and services
- Managing company mails and calls
- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem points and coupons.
- Cross sell products and introduce new ones

## **VISA STATUS**

### **Employment Visa**

#### **KEY SKILLS:**

- Proficient in SAP and Microsoft Office products ( Microsoft Word, Microsoft Excel and Microsoft outlook)
- Strong problem solving skill
- Ability to work well in a team environment
- Strong written and verbal communication skills
- Typing Speed 25-30 words per minutes
- Ability to perform repetitive tasks with a high degree of accuracy
- Comfortable working independently with minimal supervision
- Data processing and Documentation skill
- Fast learning and understanding
- Strong organizational, administrative, and inter-personal skills

#### **LEISURE INTEREST:**

- Reading trolls
- Cricket
- Watching movies
- Listening to Music

#### **Declaration**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**Mohammed Rizwan .A**