



MOHAMAD RAZEEN

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📍 **DUBAI UAE.**

🕒 **Visa Valid - 27-04-2023**

Skill

- Excellent customer service
- Ability to work independently and as part of a team
- Excellent communication, both written and verbal
- Strong analytical and problem-solving
- Ability to work in a fast-paced, stressful environment
- Building Customer Loyalty
- Ability to multi-task
- Detail-oriented and accurate

Key Strength

- Positive attitude and willingness to learn and grow
- Highly flexible and adaptable performer.
- Ability to work individually and closely with others to accomplish assigned goals.

Education Background

- **Bachelor Of Commerce (B.COM)**, 2018
Milagres Degree College – Mangalore.
- **Pre University**, 2015
Milagres College – Mangalore.

Language

English, Hindi, Kannada, Malayalam

About Me

To secure a responsible position that utilizes my experience while allowing me the opportunity to grow professionally. I believe in my skills and abilities which would complement your company's objective and vision.

I have 3 years of the Indian experience in the field of **sales**, and **customer service representatives**.

My education has provided me with necessary background to function in **Sales & Finance** related roles. I am a graduate in **Bachelor Of Commerce (B.COM)**. Given an opportunity to work for your organization, I will strive to be worthy of the confidence reposed in me.

Professional Experience

INDIAN TRADERS – MANGALURU, INDIA

2019 – 2021

- Preparing financial documents such as bills, managing day-to-day transactions, and handling bank related works.
- Processed company documentation, such as invoices and payment checks.
- Performed data processing in MS Excel.
- Try to achieve the monthly business target.
- filed document in physical record
- Communicated with clients on a daily basis and ensured excellent customer service.

PLASTIC CENTRE – MANGALURU, INDIA

2018 – 2019

- Greet customers and provide exceptional customer service
- Assist customers in selecting products and provide product information
- Process sales transactions and handle cash payments
- Build and maintain relationships with customers to ensure repeat business
- Respond to customer inquiries and resolve complaints in a timely and professional manner
- Keep track of inventory levels and place orders with suppliers when necessary

ADDITIONAL QUALIFICATION

- Computer basic like MS word, MS excel, MS PowerPoint, etc.
- Tally GST ERP9

(MOHAMAD RAZEEN)