

MOHAMMED ZEESHAN



CONTACT

@ mohdzeeshan_09@icloud.com

+971566599560

Ab Plaza 9 Al Nadha 1, Dubai-UAE

PERSONAL DETAILS

Date of Birth : 13 January 1999

Marital Status : Single

Nationality : Indian

Religion : Muslim

Passport : W4620827

Gender : Male

Visa Status : Visit visa

SKILLS

Time Management

Good Communication Skills

Computer Skills

Ability to work in a team

Customer service

Management skills

Problem-solving skills

multi-tasking strength

Microsoft Office Skills

LANGUAGES

English

Urdu

Kannada

Nawaihy

Hindi

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

Future Group (INDIA)

2013 - 2013

Auditing

Compiled general ledger entries on short schedule with 100% accuracy.

Maintained excellent attendance record, consistently arriving to work on time.

Used warehouse management software to reconcile daily inventory.

Submitted report to senior management to aid in business decision-making and planning.

Unique General Trading (DUBAI)

2016 - 2016

Customer service

Manage large amounts of incoming phone calls

Identify and assess customers' needs to achieve satisfaction

Keep records of customer interactions, process customer accounts and file documents

Follow communication procedures, guidelines and policies

Excellent communication and presentation skills

Advise on company information

Answer questions about warranties or terms of sale

Sell products and services

Shams Noor Nursing Home (INDIA)

2019 - 2019

Supervisor

Strong leadership and management skills to supervise activities of support staff, and various health professionals

Effective communication and team-working skills to maintain strong relations with co-workers and other disciplines

Supervising hospital staff and departments and coordinating a wide range of related administrative duties as well as working closely with the management team to ensure highest standards of patient care

Preparing work schedules to ensure proper shift coverage at all times as well as answering queries from patients, nurses and staff.

Developing and implementing work hygiene rules and hospital regulations as well as maintaining, sterilizing, and distributing medical supplies and equipment as required

PURE PASTURE FARM (INDIA)

2017 - 2022

Dairy Farm Manager

Managed and supported business risk and worked to develop and implement strategic solutions.

Worked with a commitment to precision and strong attention to detail.

Researched and observed emerging markets and market shift to take advantage of potential leads and new market

Collected customer feedback and made process changes to exceed customer satisfaction goals.

Completed special projects by using effective decision making, critical thinking and time management skills.

Worked flexible hours across night, weekend and holiday shifts.

Used Microsoft word and other software tools to create documents and other communication.

Entered customer information into customized computer system with software to document and organize client records.

EDUCATION

Naunihaal central school (INDIA)

2008

Sslc

Karnataka academy (INDIA)

2010

Puc

Anjuman institute management and computer application (INDIA)

2013

Bba

THE RASTRIYA COMPUTER SAKSHARATHA SAMITH (INDIA)

2012

DIPLOMA IN OFFICE AUTOMATION

JETKING (INDIA)

2015

CCNA

DECLARATION

I hereby declare that all the information furnished above is true to the best of my beliefs