



About Me

Seeking a long-term opportunity in an industry where I can utilize my knowledge and interpersonal skills. Having a graduation in Airline Tourism and Hospitality Management with an extremely analytical mind.



+971 54 723 9709



sofaizal@gmail.com



Abu Dhabi



DRIVING LICENSE
Light vehicle -Manual

LANGUAGE

- English
- Arabic (Basic)
- Hindi
- Tamil
- Malayalam
- Urdu
- Telugu
- kannada

SOFTWARE SKILLS

- MS-Office
- Operating System (Windows XP, Windows 7 and 10)
- customer service
- IDS FORTUNE NEXT

DECLARATION

FAIZAL MOHAMMED

SALES & CUSTOMER SERVICE EXECUTIVE

WORK EXPERIENCE

Rainbow Hotel Apartments , Abu Dhabi (UAE)

Front Office Executive- SALES & Cashiering
2022 - Present

- Managing all Deal's with customers accurately and efficiently. & Answering the phone, taking messages and redirecting calls to respective offices
- Manage cash transactions with customers -Cashiering or in a similar role in sales using Software like IDS, cash register and POS
- Night Auditing & track transactions on balance sheets and report any discrepancies

JEW Engineering. Bangalore ,INDIA

Administrative assistant & HSE officer
2016 - 2018

- Provides administrative support to ensure efficient operation of office.
- Managing deals & relationship with suppliers & contractor's
- Develop, monitor and enforce job safety analysis

GMW PVT LTD,Bangalore, INDIA

Administrative assistant
2016 - 2018

EDUCATION

BACHELOR OF ARTS

History & sociology
Karnataka state University, Mysore India

Diploma in Fire & safety & NEBOSH ICC

Mangalore University
2011-2012

STRENGTH

- Customer Service Skill
- Team work
- Punctuality
- Analytical and problems solving skill
- Communication skill
- Quick learner

"Hereby declared all the informations above are true to the best of my knowledge and belief".