



MUDHASSIR K V

FRONTLINE EXECUTIVE

CONTACT

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Address:

Villa No: 109, Near Mazyad Mall, Mbz city, Abu Dhabi, UAE

COMPUTER SKILLS

- MS WORD,
- MS EXCEL
- TALLY
- SAP

LANGUAGE SKILLS

- English
- Malayalam
- Tamil
- Hindi

PERSONAL INTERESTS

- Music
- Travelling
- Football

OBJECTIVE

Seeking a rewarding position with a progressive company where my experience and skills may be utilized to make a positive contribution to the organization.

WORK EXPERIENCE

FRONTLINE EXECUTIVE 2021-CURRENT (AL JABER EXCHANGE)

- Process Telex Transfer, cash pick up, vat payment, credit card Payment etc
- Review the payments received from customer and Reach out to customers for further salary processing Documents
- Managing and resolving customer complaints
- Be fully conversant and identify customer needs and cross-sell Against the various products
- Ensure all duties are carried out in accordance with the stipulated Business and Anti-Money Laundering policies and procedures.
- Making Daily reports, EDD, CDD etc.

Sales promoter – 2021-2021(Nikshan Electronics- LG)

- Identified interest in customers by explaining products and services and initiating conversations.
- Recommended specific product options to meet customer needs.
- Advising the customers about products, promotions, warranty guarantee as per the policy of the company

Assistant Accountant 2019 - 2020 (LadlassFashions)

- Reviewed and processed recorded general ledger entries, sale orders, sales reports, and billing
- Maintained all accounting records and files.
- Manage observation of physical inventories, both on storage and at suppliers

Assistant Accountant 2018 – 2019 (Lens Magic)

- Support general Accounting function to monthly close process.
- Prepare accurate, timely, financial report of company expenditures following the established schedule.
- Review and Analyze the balance sheet, income statement, cash flow statements.
- Ensures inventory is properly stated

PERSONAL DATA

Date of Birth: 23-11-1996
Nationality: Indian
Gender: Male
Marital Status : Single
Passport No: P4615245
Date of Expiry: 23/10/2026

EDUCATION

Post Graduate Diploma in Business Management – Pursuing

Narsee Monjee Institute of Management Studies (Mumbai, Maharashtra, India)

Bachelor of Commerce – 2015-2018

Kannur University - Sir Syed Institute for Technical Studies

Higher Secondary Examination – 2013-15

Kerala Board Of Public Examination – CHMKS GHSS

PERSONAL QUALITIES

- Time Management
- Dedicated and Consistent towards my work
- Good Communication skills
- Hard Working
- Critical Thinking