



## MUHAMMED MIRASH

Sharjah, UAE  
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mirashmuamed@gmail.com

### SKILLS

- Excellent Communication skills
- Positive and Easy Approachable Person
- Able to work independently and in team efficiently.
- Able to conduct effective and successful presentations.
- Excellent in managing, handling and organizing tasks and assignments.

### LANGUAGES

- ENGLISH
- HINDI
- ARABIC
- TAMIL
- MALAYALAM

### DRIVING LICENSE

- VALID UAE LICENSE

## SUMMARY

Seeking a position that will utilize my skills and give an opportunity to skilled enhances my personality and career growth. I have **8** years of experience working in **WPS Sales, Business Support, Payroll Processing, and Client Relation**. I have the drive and determination to consistently achieve success as a leader in all of the organizations that I have worked with in the past. Looking forward to a platform where my passion can be performed to its fullest potential.

## EXPERIENCE

### WPS SUPPORT EXECUTIVE

LULU INTERNATIONAL EXCHANGE

**United Arab Emirates**

April 2019 to September 2023 (5 years)

- Preparation of pay slip and payroll for companies.
- Handling customer complaints, queries through phone and emails.
- Updating the documents by checking the data with validation.
- Maintaining customer relationship by responding to inquiries; documenting actions.
- Prepares for customer inquiries by studying customer service processes.
- Records customer inquiries by documenting inquiries and response in customers' accounts.
- Handled Fraud Analysis, insights, and reports.
- Improves quality service by recommending improved processes.
- Able to conduct effective and successful presentations.

### EXPOSURE IN THE FOLLOWING AREAS

- Wages Protecting System – WPS
- Payroll Processing
- Documentation
- Business Development and Sales

## EDUCATION

- **BBA**  
UNIVERSITY OF CALICUT  
2009-2014  
INDIA  
GRADE – 2<sup>ND</sup>
- **IATA / UFTAA**  
UNIVERSITY OF MONTREAL  
2013-2014  
INDIA  
GRADE – 1<sup>ST</sup>

## COMPUTER SKILLS

- MS WORD
- MS EXCEL
- SOCIAL MEDIA
- CANVA
- POWERPOINT
- SOCIAL MEDIA

## RETAIL SALES EXECUTIVE

APPLE INC. Premium seller  
Ample Technologies Private Limited  
**Bangalore, India**  
April 2016 to Dec 2018

- Handling customers at Apple Showroom.
- Displaying enthusiasm & providing superior customer service.
- Advising customers on product ranges best suited to their needs  
Develop customer relationship with Apple Culture.

## SALES CONSULTANT

VOLKSWAGEN  
Phoenix Cars Private Limited  
**Kerala, India**  
April 2013 to May 2015

- Proactively acknowledged, greeted and assisted customers in the showroom.
- Developed professional relationships with all clients.
- Offered customers with exemplary and timely service
- Coordinating with customer care center for after sales service.

## PERSONAL DETAILS

Name	:	MUHAMMED MIRASH
Date of Birth	:	17-01-1992
Sex	:	MALE
Marital Status	:	MARRIED
Passport Number	:	X5631872
Nationality	:	INDIAN
Visa	:	VISIT VISA
Driving License	:	UAE DRIVING LICENSE

## DECLARATION

I Muhammed Mirash do hereby declare that all the information given above is true to the best of my knowledge and belief.