



# ABDUL MUDASIR CM

## CONTACT

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- Sharjah, UAE

## EXPERTISE SKILLS

- Microsoft word
- Creative Thinking
- Microsoft Excel
- Video editing

## LANGUAGE

- English
- Malayalam
- Hindi
- Kannada

## INTEREST

- Travelling
- Singing

01

## PROFESSIONAL PROFILE

To apply my knowledge and skill according to the requirements of the organisation to the best of my ability for mutual development, keeping in mind the organisational goals.

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## EDUCATION

**Diploma in Arabic, English translation and typing**  
Arabnet Calicut (2022-2023)

**Bachelor in commerce - cooperation**  
Kannur university (2019-2021)

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## EXPERIENCE

Naftro forex and travels Pvt Ltd.

**Executive Forex and ticketing** Apr 2023 - Jul 2024

- Exchange and sale currencies
- Book flight and visa for customer.
- Enter data into our software and maintain client files.
- Managed the day-to-day handling of all of accounts and billing of the individual branch of the company.
- Filling all Forex related documents (sale and purchase)

Hotel Metro Manor.

**Front office, receptionist** 2022 - 2023

- Booking rooms for customer.
- Dealing customer needs.
- Dealing day to day accounts.