



MOHAMMED HASAN MAZAR

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Personal Info

- +971-526992165
- mazarhasan33@gmail.com
- Souk-Al Kabeer, Building Bur
Dubai, UAE, Dubai, N/A,
United Arab Emirates

Nationality

INDIAN

Date of birth

20-04--2002

Skills

- Interpersonal skills
- Communication
- Leadership
- Microsoft Office
- Accounting basics

Languages

- English
- Hindi
- Malayalam

Work Experience

Customer Service Associate (July 2023 – July 2024) Cogent E Services Pvt Ltd (Bajaj Finance Limited), Mangalore

- Respond to customer inquiries promptly and professionally via phone, email, or chat.
- Troubleshoot customer problems and identify solutions
- Resolve customer issues in a timely and efficient manner.
- Provide accurate information about Bajaj Finance Products and Services.
- Build and maintain positive relationships with customers.

Data Entry, Cogent E Services Pvt Ltd

- Assisted in the input of large volumes of data into the company database, ensuring accuracy and completeness.
- Conducted regular data verification and validation checks to maintain data integrity.
- Collaborated with team members to streamline data entry processes, improving efficiency.
- Utilized Microsoft Excel and Google Sheets to organize and analyze data sets.
- Responded to inquiries regarding data accuracy and provided support in generating reports.

Education

Bachelor of Business Administration (2021 - 2023) SDM College of Business Management, Mangalore

Pre-University: Statistics (2019 -2020) St Aloysius PU College, Mangalore

SSLC: Karnataka Secondary Education (2008 -2018) Holy family English Medium School, Surathkal