

MOHAMMED KHALED



Contact

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Languages

English – Proficient

Bengali – Fluent

Hindi – Intermediate

Urdu–Intermediate

Arabic – Beginner

Objective

To have a prosperous career and to seek responsibility in a reputable organization and to contribute to the aims and objectives of the organization. Hard work and ability to maintain a high standard of work under pressure and render my duties to the best of my superior.

Skill Highlights

- Microsoft Office
- Customer Services
- Interpersonal Skills
- Team Worker
- Time Management
- Goal-Oriented

Experience

Teller (2023–2024)

Al Fardan Exchange, Dubai

- Process customer money transfer to international countries .
- Provide information about products and services.
- Address and resolve customer complaints.
- Exchange foreign currency

Front Desk Executive (2019– 2022)

Raozan English School, Chittagong

- Greeting and signing in/out of all guests and parents
- Receiving incoming calls & queries from parents and visitors
- Receiving goods or mail and distribute them to the appropriate team members at the school
- Keep updated records and files of students

Usher in Big 5 (2017–2017)

Vibes Event, Dubai

Usher in Gitex Technology (2017 – 2017)

Vibes Event, Dubai

Cashier for School Event (2016 – 2016)

Uniform Express, Dubai

Surveyor (2016 – 2016)

Grmc Advisory Service, Dubai

Education

Bachelor of Business Administration

Major: Marketing

Minor: Finance

Amity University, Dubai

2013 – 2016

Higher Secondary Certificate

Business Division

Indian School Fujairah

2011 - 2013