

MUFEEDA MUHAMMED.A

OFFICE ADMINISTRATIVE ASSISTANT

☎ 0563779347

📍 Dubai, UAE

✉ mufeedhamansoor1989@gmail.com



SUMMARY

Experienced professional with 7 years in administration and teaching. Adapts easily to evolving processes and technology. Seeking a result-oriented company for continuous growth. Confident in skills and highly committed to assigned tasks and responsibilities.

EXPERIENCE

Cashier [Present]

ADNOC DISTRIBUTION

📍 Al Khawaneej Dubai, UAE

- Proficiently manage cash transactions with customers, scan goods, collect payments, and issue receipts, refunds, and change in accordance with established procedures.
- Execute cashiering duties alongside merchandising responsibilities, including daily stock inventory, stock receiving, barista duties, and baking tasks to uphold operational efficiency.
- Ensure the C-store section remains well-stocked to meet customer demands, actively participating in receiving, storing, and stocking products while maintaining proper rotation and quality standards.
- Collaborate effectively with team members to uphold a positive customer experience and contribute to the overall success of the retail operation.

Office Administrative Assistant [1 Year]

ROYAL PRINCE AUTO CARE

📍 Dubai Investment Park, UAE

- Provide courteous reception services, greeting customers warmly and promptly directing them as needed. Professionally handle incoming calls, offering information and directing inquiries with efficiency.
- Perform various administrative tasks such as filing, typing, and copying documents.
- Implement invoicing procedures, ensuring accuracy and timeliness in billing.
- Track, review, approve, and issue invoices, maintaining meticulous records.
- Monitor and manage supplies inventory, conducting regular checks to assess stock levels and reorder as necessary.
- Proactively follow up on job progress, keeping customers informed of updates and timelines.

Front office Executive [1 Year]

VMC HOSPITAL

📍 Kerala, India

- Greet patients and visitors warmly while adeptly handling telephone inquiries with efficiency.
- Coordinate and schedule appointments, ensuring adherence to timelines.
- Assist patients in the completion of necessary forms and documentation, ensuring accuracy and compliance.
- Utilize medical software to accurately process billing and payments.

Teacher [4 Years]

HILL TOP PUBLIC SCHOOL

📍 Kerala, India

EDUCATION

BA in ENGLISH

Bharathiar University

Diploma in Computer Application [DCA]

Gtech

Montessori Teaching Training Course [MTTC]

Presidency College

Medical Coding

Cardea Institution

SKILLS

MS Office Medical Coding

Computer Application

Office Administration

Multitasking Decision Making

Reliable Punctual

LANGUAGES

English ●●●●●

Malayalam ●●●●●

Hindi ●●●●●

PERSONAL DETAILS

Passport No: V3828381

Nationality: Indian

DOB: 06-09-1990