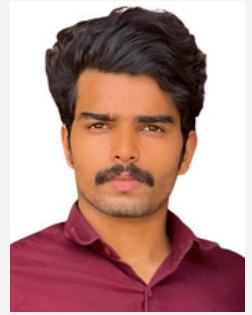


RAHEEZ T

ADMINISTRATIVE EXECUTIVE



+971 58 1908955

raheezt06391.com

Jumairah, Dubai

SKILLS

- I am able to build and maintain good relationship both internally and externally.
- Have ability to manage multiple requests in tasks with positive attitude.
- Exceptional communication skills and proficiency in english both verbal and written.
- high degree of professionalism and integrity.
- Ability to maintain absolute confidentiality with regard to sensitive information.
- Experienced working with computer and have advanced knowledge of microdsoft office suite

LANGUAGE

- English
- Malayalam
- Hindi
- Arabic

EDUCATION

HIGHER SECONDARY SCHOOL

St Mary's HSS KOODATHAI
2015 - 2017

DEGREE

KMO ARTS AND SCIENCE COLLEGE
KODUVALLY
2019 - 2022

EXPERIENCE

SALES REPRESENTATIVE

ENGLISH HOUSE CALICUT
2021

- I have worked as a part time sales representative at English house , leading english training company in Kerala.
- Through proper and efficient communication I have convinced a lot of clients.

OFFICE ADMINISTRATOR

LEARNDECK CALICUT
2020

- I have assisted in organising and scheduling a lot of work and interviews in Learndeck
- I have made sure everything in office is functioning smoothly.

CONTENT CREATOR

YOUTUBE CHANNEL
2019 -2022

- I have a youtube channel where I create , edit and present content from scratch
- I have an active community and have always been consistent in creating good content