



Dubai, UAE



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MOHAMMED FARIZ



SUMMARY

Contribute to a dynamic growing organization where my strong analytical, Interpersonal skill hard work will have a significant impact. The optimal position Will provide professional growth and opportunities to contribute



WORK EXPERIENCE

PRIVATE OFFICE – Document Controller Ras Al-khaimah,

- Monitor daily operation and ensures everything meet the company's standard.
- Keeping and maintaining records of petty cash and check books.
- Devising and maintaining office systems including data management and filing.
- Screening telephone calls, inquiries, and request, and handling them when appropriate.
- Meeting and greeting all visitors at all level of seniority.
- Assisting Accounts Dept. in preparing staff payroll (WPS), allowances .
- Maintain utmost secrecy regarding company policies, confidential information, sales status and achievements and not to divulge any such information's which is against company policy and interest.
- Coordinates with banks regarding bounced check collection and check replacements.
- Monitoring all staff's visa, insurance, Emirates ID & and renewal dates including company vehicle insurance & service maintenance
- Checking incoming and outgoing inquiries and assuring that each inquiries are answered promptly.
- Experienced Customer Service, Coordinator, Secretary, Personal Assistant & Collection Officer with a demonstrated history of working in the Real Estate industry

MAKITA POWER TOOL. Naser al sayer UAE Dubai

- Merchandiser and sales manage & store controller in charge ACE hardware yas island abu dhai & mina port abu dhabi
- Prepare sales forecast, sales budgets, Purchase Plan and other organizational reports as needed.
- Handle and resolve more complex customer requests or complaints.
- Manage and monitor procurement processes, Inventory Management and stock replenishment.
- To monitor back order, analyze and improve order fulfillment.
- Driving employees and leading performance reviews, to ensure engaged and skilled workforce.
- Executes plans designed to meet company goals by changing policies and coaching team members.
- Direct & proactively achieve business objectives, maximizing effectiveness and efficiency of the

ADDITIONAL DETAILS

DRIVING LICENCE DETAILS

- LICENCE AUTHORITY: UAE
- LICENCE NO: 214295



EDUCATION

- Diploma – electrical & electronics engineering
- Higher Secondary
- High School



LANGUAGES

Malayalam	-	Native
English	-	C2
Hindi	-	C1
Arabic	-	B1