



Contact

Phone

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Email

farshadtp1996@gmail.com

Address

Abu Dhabi, UAE

Education

2018

B B A - Human Resource - 73 %

Oriental Group of Hotel Management
Kerala, India

2015

Plus Two - 79 %

W O H S S , Wayanad, Kerala, India

Expertise

- Business Development
- Office Administration
- Inventory Management

Personal Details

- D O B : 08/ 08/ 1996
- Passport No : V9204742
- Nationality : Indian
- Marital Status : Married
- Visa Status : Tourist Visa
- Visa Expiry : 3rd Oct 2022

Language

English
Arabic
Hindi
Malayalam
Tamil

Farshad T.P

Office Administration Assistant

Graduate with BBA - Human Resource from Calicut with 3 Year experience in office Administration management knowledge with Business Administration. My objective is to ensure the availability of the accurate information's at the right time, to add value to decision making process.

Experience

○ 2018 - 2020

Nijammi International PVT Ltd. Kerala, India

Assistant Manager

- Developing New Business strategy and Improved customer satisfaction and sales through considered coordination with colleagues, enhancing overall care and service,
- Developed strategic and operational plans for administrative and Business operations.
- Obtained customer feedback for process improvements in support of long-term business strategies.
- Processed cash and card payments efficiently, returning change with absolute accuracy.
- Reviewed and verified weekly and monthly store invoices, enabling timely, accurate payment processing.

○ 2021 to 2022

A F R C Kalpetta, Kerala, India

Personality Development Trainer

- Develop students communication skill's
- Personality development
- Periodically making testes to growth assessment
- Develop students naturally motivated by goals and take a results-oriented mind-set, clearing away obstacles and making necessary changes to achieve success.

Skills

- Ability to work under pressure & Perform Multi tasking
- Good Team Player
- Strong analytical, Problem solving and organization ability

Reference

Abhi

G M , Niammi Int. PVT Ltd

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Anil Eadge

G M , A F R C

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