



MUHAMMED SIRAJUDHEEN P

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Dubai, United Arab Emirates

I am looking for a challenging job where I can utilize my talent and knowledge and wish to learn from the organisation and contribute for the growth of the organisation.

Personal Details

Date of Birth : 7th July 1995

Sex : Male

Marital Status : Single

Nationality : Indian

Languages Known :

English, Hindi & Malayalam

Passport Number :

S6717413

Visa Status :

Visit - Up to March 28

Education:

Bachelor of Business
administration 2015-2018
Bharathiar university

Commerce (secondary school
2013-2014) Kerala board of
examination

SSLC 2011-2012 Kerala
board of examination

WORK EXPERIENCE

Office Assistant

MI Lifestyle Marketing Global Pvt.ltd.

February 2020 - December 2021

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases

Sales Associate

USPA Global Licensing Inc.

August 2018 - January 2020

- Maximize sales volume
- Maintain visual presentation standards that are consistent with the USPA philosophy and direction
- Demonstrate effective written and verbal communications skills
- Develop proficiency in all operational policies and procedures
- Manage time and prioritize tasks
- Timely completion of all tasks assigned or delegated by supervisor

TECHNICAL CERTIFICATIONS

Microsoft office Tally Erp9

SKILLS

Problem solving skills • Communication skills • Creativity • Teamwork