



MITHUNLAL BHASI

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Dubai – United Arab Emirates

PERSONAL INFORMATION

Date of Birth : 14.02.1990

Sex : Male

Marital Status : Married

Nationality : Indian

PASSPORT DETAILS

Passport Number : V 8783442

Date of Issue : 30.03.2022

Visa Status : Visit Visa

Expiry Date : 29.09.2022

RESIDENTIAL ADDRESS

Deira, Dubai

United Arab Emirates

LANGUAGES KNOWN

English, Hindi, Tamil & Malayalam

CAREER OBJECTIVE

To secure a position with a growth oriented reputed organization offering challenging assignments with rewarding monetary benefits as well as providing career development opportunities and enhancement in professional expertise.

WORK EXPERIENCE

- **Worked as a Billing and Sales Staff with Majestic Marketing Co. in India 2011 to 2016**
- **Worked as a E D P and Sales Executive with Sarathy Auto Cars (Suzuki) in India 2016 to 2022**
- Ensuring that billing invoices are prepared in an accurate and timely manner
- Entered invoices into system and set payment dates
- Handling customer inquiries and complaints
- Checked source documents for accuracy verified data and correct data where necessary
- Entered data form source documents into prescribed computer database, files and forms
- Managing the sales process through specific software programs
- Liaising with customer face-to-face, email, and via telephone
- Discuss customer's needs and advise them on the most suitable vehicle
- Focussed on maintaining a high standard of customer service

EDUCATIONAL QUALIFICATIONS

- HSE(12th) Board of Public Examination

SKILLS

- Ability to perform effectively under pressure
- Microsoft Office Suite or related software expertise
- Attention to detail is required
- Basic administrative and clerical operations knowledge

DECLARATION

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

MITHUNLAL BHASI