



MOHAMMED MIDHLAJ CP

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To get challenging position in the field of **Sales / Marketing** and become a part of an organization, that provides a high quality of work file through new opportunities and to serve organization to the best of my knowledge, expertise and experience.

PROFESSIONAL EXPERIENCE

MARKETING / SALES EXECUTIVE

CURRENCY VAT CONSULTANCY UAE

Key Roles:

- Tax preparation : individual basis - compute taxes owed or overpaid.
- Use all appreciate adjustments, deductions, and credit to keep clients taxes to a minimum.
- Interviewed clients to obtain additional information to taxable income and deductible expenses and allowances.
- Furnished taxpayers with sufficient information and advice to ensure correct tax form completion

CUSTOMER SERVICE EXECUTIVE

OZY INDUSTRIES (P) LTD

Key Roles:

- Contacted supervisor immediately when issue required escalation in effort to avoid lost revenue
- Warmly greeted customers by employing positive telephone etiquette and asking well-rounded questions to identify issues
- Updated account information after every customer call for data accuracy
- Completed client surveys and service reviews, providing feedback

EDUCATIONAL QUALIFICATION

- **BACHELOR OF SCIENCE (ELECTRONICS)**
From University of KANNUR, India (2014-2017)
- **MASTER OF BUSINESS ADMINISTRATION**
MANGALORE UNIVERSITY, India (2017-2019)

TECHNICAL SKILLS

- Well versed with MS Office, Excel & Data entry.
- Computer networking.

ACHIEVEMENTS & STRENGTHS

- Cricket Team member of College Team and has represented inter collegiate competition.
- Confident & Optimistic by nature and good team player.
- Reliable, Flexible & eager to learn.

PERSONAL DETAILS

Visa status	: Visit Visa
Date of Birth	: 17-02-1996
Nationality	: Indian
Marital Status	: Single
Languages Known	: English, Hindi, Malayalam , Kannada, Arabic

REFERENCE:

- Available upon request