

# MUHAMMED FAHEEM K O



## Contact

@ fahifaheem143@gmail.com

📞 971 508657645/971 586573355

📍 DUBAI

## Personal Details

Date of Birth : 12/12/1999

Birth

Marital Status : SINGLE

Status

Nationality : INDIAN

VISA STATUS : EMPLOYMENT VISA

PASSPORT NO : S3152173

NO

SEX : MALE

LICENSE : LIGHT MOTOR VEHICLE (DUBAI)

## Language

1.ENGLISH

2.HINDI

3.TAMIL

4.MALAYALAM

## OBJECTIVE

TO SEEK EMPLOYMENT IN A DYNAMIC AND CHALLENGING ENVIRONMENT WITH POTENTIAL CAREER GROWTH WHERE MY DIVERSIFIED COMPETENCIES AND UNIQUE SKILLS CAN BE UTILIZED FOR ASSURES GROWTH AND BETTERMENT OF THE ORGANISATION.

## EXPERIENCE

LIFESTICK GENERAL TRADING L L C

22/11/2022

SALES PERSON

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## RESPONSIBILITIES

ONGOING

1. MANAGE OFFICE EQUIPMENT, MAINTAIN INVENTORY LEVELS AND RESTOCK SUPPLIES AS NEEDED.
2. GREET THE CUSTOMERS.
- 3.SERVE AS THE FRONTLINE OF THE COMPANY'S COMMUNICATIONS. ANSWER INCOMING CALLS, RESPOND TO EMAILS, AND ENSURE THAT EVERY QUERY IS DIRECTED TO THE APPROPRIATE PARTY.
3. HELP CUSTOMERS FIND TGE ITEMS IN THE STORE.
4. ORGANIZE, FILE, AND MANAGE COMPANY DOCUMENTS.
5. DISTRIBUTION OF INCOMING AND OUTGOING MAIL, PREPARATION OF REGULAR REPORTS, AND MAINTAINING ELECTRONIC AND HARD COPY FILING SYSTEMS.
6. PROVIDE CUSTOMERS WITH INFORMATION ABOUT ITEMS.
7. RING UP PURCHASES.

## EDUCATION

KANNUR UNIVERSITY

2018-

B COM (COMPUTER APPLICATION)

2021

BOARD OF HIGHER SECONDARY EXAMINATION

2016-

HIGHER SECONDARY

2018

AZHIKODE HIGHER SECONDARY SCHOOL

2016

SSLC

## STRENGTH

- 1.HARDWORKING AND DEDICATED TO TASK ASSIGNED.
- 2.STRONG LOGISTIC AND CREATIVE SKILLS.
- 3.FLEXIBLE AND TUSTWORTHY.
- 4.POSTIVE ATTITUDE AND PATIENCE.

## CERTIFICATION

- 1.TALLY ERP9
- 2.MICROSOFT OFFICE
- 3.SAP(FICO)
- 3.QUICK BOOK(QB)

## DECLARATION



I HERE BY DECLARE THAT ABOVE INFORMATION IS TRUE TO BEST OF MY  
KNOWLEDGE AND BELIEF

MUHAMMED FAHEEM K O