

CURRICULAM VITAE



MUHAMMAD RAFI H

Mob: +971 50 703 1996

Email: rafi.4389@gmail.com

EMPLOYMENT VISA WITH NOC

UAE DRIVING LICENSE
OWN CAR

PERSONAL DETAILS

Date of Birth : 29/04/1988
Gender : Male
Religion : Muslim
Nationality : Indian
Civil Status : Married

PASSPORT DETAILS

Passport No : N8352972
Issue Date : 14/03/2016
Expiry Date : 13/03/2026

Visa Details : Employment
Visa Exp Date : 23/08/2023

PROFILE SUMMARY

To seek a dynamic and challenging career in an industry and to strive for excellence with my knowledge and team effort while making positive contribution to promote the individual opportunity and professional growth.

PROFESSIONAL EXPERIENCE

⌚ Worked as Customer Service Executive/DEO in **PURE HEALTH** at SHARJAH AIRPORT from 05th Aug 2021 to 30th Apr 2022

⌚ Worked as Warehouse Supervisor in LEEBHA CARGO & CLEARING LLC from 21st March 2021 to 31st July 2021)

Job Functions: -

- ⌚ Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of foods.
- ⌚ Organizing and maintaining Inventory & storage area.
- ⌚ Communicate job expectations and coach employees.
- ⌚ Ensure shipments and inventory transactions accuracy.
- ⌚ Determine staffing levels and assign workload

⌚ Currently working as an **Accountant** in **ADDAX TOURISM LLC, DUBAI** from 1st August 2019 (Company closed from April 2020 to till now due to corona pandemic)

Job Functions: -

- ⌚ Manage Accounts in **ZOHO BOOKS** accounting software
- ⌚ Tracking Sales goals and reporting results to HR
- ⌚ Promoting the Organization and products
- ⌚ Update Sales & Expenses Report Monthly
- ⌚ Prepares Assets, Liability and Capital Account entries
- ⌚ VAT Filing in FTA

⌚ Worked as **Sales Manager & Sales Executive in Accounting & Inventory Software** in **P L U S B IT SOLUTIONS, DUBAI** from 01 Feb 2018 to 30th June 2019 (Lost job due to closure of Company)

Job Functions: -

- ⌚ Meeting Planned Sales Goals
- ⌚ Tracking Sales goals and reporting results to HR
- ⌚ Promoting the Organization and products
- ⌚ Give Training to the sales people
- ⌚ Update Sales & Expenses Report Quarterly
- ⌚ Prepares Assets, Liability and Capital Account entries

⌚ Worked as **Sales Executive in Accounting & Inventory Software** in **SOTECH IT SOLUTIONS, CALICUT (4 YEARS)** (Promoted to UAE Office)

LANGUAGE

- 🕒 ENGLISH
- 🕒 HINDI
- 🕒 URDU
- 🕒 TAMIL
- 🕒 MALAYALAM
- 🕒 ARABI

SKILLS

- 🕒 MS OFFICE (WORD, EXCEL, ETC)
- 🕒 DTP (DATA TYPING)
- 🕒 EXCELLENT KNOWLEDGE IN COMPUTERS
- 🕒 ACCOUNTING SOFTWARES like PLUSB, ZOHO, SAP

REFERENCE

- 🕒 **SWATHI VICTOR (HR MANAGER)**
LEEBHA CARGO & CLEARING LLC
AL QUOZ, DUBAI
+971 586461576

Job Functions: -

- 🕒 Tracking Sales goals and reporting results to HR
- 🕒 Promoting the Organization and products
- 🕒 Give Training to the sales people
- 🕒 Update Sales & Expenses Report Quarterly
- 🕒 Prepares Assets, Liability and Capital Account entries
- 🕒 Worked as a **Ticketing Agent / Travel Consultant** in FLYDESTINASIA TRAVELS, Cochin and **KERELA TRAVELS INTERSERVE, Calicut (1 YEAR)**
- 🕒 Worked as a CSA (**CUSTOMER SERVICE AGENT**) in Saudia Ground Service at Jeddah Airport (King Abdul Aziz Airport -Hajj Terminal) for 3 **Months**
- 🕒 Worked as a CSA (**Customer Service Agent**) at Calicut International Airport for **Air India & Air India Express (4 YEARS)**
- 🕒 Worked as **ACCOUNT'S ASST & SALES EXECUTIVE** at Calicut in a reputed Organization **OMEGA INSTRUMENTS & CHEMICALS (3 YEARS)**

ACADEMIC PROFILE

- 🕒 DIPLOMA IN **IATA / UFTAA** FOUNDATION COURSE NTRAVEL & TOURISM (**ITDI, MONTREAL, CANADA**) fromSpeed Wings Aviation Accademy,2013
- 🕒 DIPLOMA IN **IATA / UFTAA** INTERNATIONAL TRAVEL AND TOURISM MANAGEMENT (**ITDI, MONTREAL, CANADA**) from Speed Wings Aviation Accademy,2013
- 🕒 **PLUS TWO**
- 🕒 **S S L C**

PERSONAL QUALITIES & STRENGTH

- 🕒 Excellent communication skills with an attractive personality.
- 🕒 Good knowledge in Customer Service
- 🕒 Good listener.
- 🕒 Good team player with leadership qualities.
- 🕒 Strong organizational skills with ability to work in high stress under dead lines.
- 🕒 Adaptable and disciplined.

DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Yours faithfully

Place:

Date:

MUHAMMAD RAFI