



Muhammed AJEER

To achieve a career in a professionally managed company with the good opportunities to work in an environment where competence and performance are valued, creativity and innovation are encouraged, to contribute to the overall organization's goals and objectives and thereby develop my personal skills.

Contact

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 **Satwa, DUBAI**

Personal Details

Birth Date: 08-03-1994

Nationality: Indian

Marital Status: Married

Education

Secondary education
Kerala education board 2009

Higher secondary education certificate
Kerala education board 2011

Language

 English

 Hindi

 Malayalam

 Arabi

Work Experience

 **DOCUMENTS CLEARANCE CUM GENERAL TYPIST, FIRST LEVEL TYPING CENTER SATWA DUBAI FROM 2022 TILL PRESENT.**

Handling of official Emails & phone call, drafting & organizing documents, maintaining a filing system, Co-ordination of business enquiries along with customers, assisting staffs and follow ups with company works (all kind of documents related to UAE govt. such as employment visa, family visa (GDRFA, ICP) Labor and Taksheel works. & other govt. online services.)

 **PRO SEVICES, ROUTE 66 RESTAURANT KUWAIT FROM 2018 TO 2020**

Providing expert advice and guidance to clients. Delivering high-quality services or solutions. Managing client relationships and expectations. Staying updated on industry trends and best practices.

 **CUSTOMER SERVICE REPRESENTATIVE, ALHIND TOURS AND TRAVELS, KANNUR KERALA FROM 2013 TO 2018**

Handling of official Emails & phone call, help individuals and groups plan and book trips, design and organize travel packages, consult with clients to understand their travel preferences, needs, budgets, assist in booking hotels, Resorts, vacation rentals, other forms of accommodations based on client preferences, providing travel insurances, Making Travel Documentation and Customer Support.

Declaration

I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particulars.