

CIRRICULUM VITAE

MOHAMMED SALIM MASOUD

Sharjah, U.A.E

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Career Objectives: Lots of ambitions and desire to work with companies in order to fulfill their objectives and goals with my hard work and dedication. I am energetic, efficient, flexible, reliable and very cooperative with my fellow staffs, and with proper training, I will provide proper results.

WORK EXPERIENCES

CUSTOMER SERVICE AGENT

Company: 6TH STREET

Brand group: APPAREL LLC

Period: August 2020 – December 2020

Detailed Job Description: Bilingual Agent in Live chat, Email and Social media department. Sending escalations to Accounting Department, UAE & KSA Warehouses, Brand Stores and Shipping companies (Aramex, Fetchr and Postapulus)

SUBMISSION OFFICER

Company: VFS Global LLC

Clients: Embassies and Consulates of Switzerland, Portugal, Malta and Hungary

Period: February 2019 – March 2020

Detailed Job Description: Data Entry of Applications, Quality Check of Documentations, Submission of Applications, Reconciliations of Passports, Information Desk Assistance, Notice Board Designing Assistant, Value Added Services Sales

SHOP ASSISTANCE

Company: Threads (Dulscio Agency)

Brand: Gems School Uniform and School Accessories

Location: Dubai Silicon Oasis

Period: August 2017 – September 2017

Detailed Job Description: Stocks Packing, Stocks Organizing, Uniforms Arrangement, Customer Assistance, Cross Selling of Stationeries and Collection of Customers Feedback Forms

ADVERTISEMENT, SALES AND PROMOTION

Company: HUAWEI (Innovation Agency & FLC Marketing Agency)

Brand: Huawei Mate and P Series

Locations: *Burj Park, GITEX 2018 (Dubai World Trade Center), La Mer & Last Exit Khawaneej*

Period: *October 2018 – January 2019*

Company: *DELL (Just BTL Agency)*

Brand: *G Series, XPS Series, Inspiron Series and Alienware Series*

Location: *GITEX 2019 Autumn (World Trade Center)*

Period: *September 2019*

Company: *HTC (FMGB Marketing Agency)*

Brand: *HTC Ultra U*

Location: *Deira City Center*

Period: *May 2017 – June 2017*

EDUCATIONAL ATTAINMENT

- Happy Home English School Sharjah (2005-2012)
- Career campus (2012-2013)
- Sharjah Public School (2013-2018)
- Al Rolla Computer Institution Sharjah (2016-2017)

EDUCATIONAL CERTIFICATES

- ✓ **IGSCE CERTIFICATE IN 6 SUBJECTS:** *MATH, ENGLISH, PHYSICS, ACCOUNTING, BUSINESS AND INFORMATION TECHNOLOGY.*
- ✓ **MICROSOFT OFFICE CERTIFICATE**

COMPUTER SKILLS

- Microsoft Office
- Average Typist (40WPM)

LANGUAGES

- **Fluent English:** Read, Write, Speak
- **Fluent Arabic (khaleeji):** Read, Write, Speak
- **Native Swahili:** Read, Write, Speak
- **Elementary Spanish:** Read & Write
- Little knowledge in **Urdu/Hindi**

PERSONAL INFORMATION

| | | |
|---------------|---|-------------------------|
| Date of Birth | : | 29/03/1999 |
| Nationality | : | Tanzanian |
| Passport No. | : | AB708043 |
| Visa Type | : | Family (Dependent) Visa |
| Hobby | : | Football & Games |

I hereby certify that the information included in my resume is true and complete at the best of my knowledge.