



PRO SKILLS

MICROSOFT EXCEL

MICROSOFT WORD

MICROSOFT POWERPOINT

COREL DRAW

PHOTOSHOP & PREMIER PRO

XHTML

JAVA

AREAS OF EXPERTISE

FILE MAINTENANCE



QUALITY CONTROL



TIME MANAGEMENT



ACCURATE DATA ENTRY



RECORDS MANAGEMENT



ORGANIZATIONAL SKILLS



MOHAMMED FARHAN

EDUCATION

2012 - 2015

3 YEAR

DEGREE (BBM)

ALVA'S COLLEGE, MOODABIDRI

EXPERIENCE

2021 - 2022

1 YEARS

FACILITIES COORDINATOR / CAFM ADMINISTRATOR

Expertised Under



DELTA ASSET MANAGEMENT, BANGALORE, INDIA

Expertised under IBM Maximo Asset Management System.

- Work Orders are created from Call requests.
- Duplicate work requests are eliminated, where possible.
- To continuously monitor the call list on CAFM for incoming work requests.
- Work Orders are batched into skill and location groups to ensure the most effective and efficient service delivery.
- Co-ordinate Stores requirements to ensure timely ordering, delivery and issuing of spares and materials to ensure KPIs are met, progressing and chasing overdue items.
- Arrange access with clients when required and reschedule Work Orders to suit.
- Monitor PPM workloads and issue to ensure that they are completed on a priority basis, with priority 1 (statutory) being highest, ensuring that if all priority 1 PPM is not completed by due dates.
- All Supplier lists are kept up-to-date on the CAFM Systems.
- Monitor the PPM workloads to ensure that any non priority 1 work which is missed during the month is identified to the EM & DEM.
- To provide the Supervision and Management with up-to-date reports on request, showing the status of various workloads of different types and categories.
- To input into the Estates Maintenance Services Monthly report as required.

2019 - 2021

3 YEARS

DATA ENTRY SPECIALIST

AL-FURQAN EDUCATIONAL TRUST, MANGALORE, INDIA

- Directed - daily activities of the four-member office Staff.
- Updating 1000+ students data through MS Excel.
- Trained new employees on proper guidelines.
- Maintained quality to support team productivity.
- Demonstrate to leadership the ability to act as Manager on Duty in the absence of management.



QUICK
LEARNER



TYPING
SKILL

2018 - 2019

1 YEAR

SALES - EXPORT COORDINATOR

B.M.C LINE SHIPPING SERVICES, DUBAI

- Responsible for all customer related issues, reports required by management and reporting directly to the CEO.
- Co-ordination with emails with agents throughout the world Like Egypt, KSA, INDIA
- Resolve the most difficult customer complaints and correspondence and authorize adjustments to customer accounts.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, work cooperatively and jointly to provide quality seamless customer service.
- Cater to customers by communication channels like portal, telephone and e-mail, being first points of contact for external customers of Dubai Trade, and first points of customers to be register with Dubai Trade portal as any of the above units as below.
- Help the customer to apply for any service provided to them by Dubai Trade such as Container Release; Container Request; Delivery Order etc.
- Help the customer to be register with Dubai Trade for port services by entering the trade license details on Dubai Trade portal, follow-up with their reference number to get the approval and to have a user ID and password with DT portal
- Applying for CRO (container release order) from Dubai trading and updating the same to customer

2015 - 2018

3 YEARS

SALES EXECUTIVE/ GRAPHIC DESIGNER

VARTHABHARATI (PRESS), MANGALORE, INDIA

- Keep track of slow and non-moving stocks across all categories as well as ensure availability of fast selling product at all times.
- Ensure effective visual merchandising of the products across the store.
- Ensuring a consistently high standard of presentation.
- Regularly monitor performance of the sales team to identify areas of improvements and contributed productive inputs to enhance performance levels.
- Analyzing Sales figures and forecasting future sales volume to maximize profit.
- Prepares payments by verifying documentation, and requesting disbursements.

PERSONAL DETAILS

FULL NAME

MOHAMMED FARHAN

PRESENT ADDRESS

DUBAI

DATE OF BIRTH

29/10/1994

NATIONALITY

INDIA

PHONE NUMBER

+971 58 629 8622

DRIVING LICENSE

INDIA

LANGUAGE KNOWN

ENGLISH, HINDI, URDU, KANNADA, TULU, BEARY

E-MAIL ID

ITZMEFRN@GMAIL.COM

VISA TYPE

VISA (EXP. DATE - 01-08-2022)

INTERESTS



TRAVELLING



EXCERCISE



FOODIE



PLAYING