



## Mohammed Fardeen

Dubai (United Arab Emirates)

+971-527463278

[fardeensheikh646@gmail.com](mailto:fardeensheikh646@gmail.com)

To achieve a challenging position wherein my experiences and qualifications can be utilize into productive use and further enhance my potentials for mutual development.

## EXPERIENCE

December, 2021 – (present)

**OFFICE STAFF CUM ASST. ACCOUNTANT**, PIPECO GROUP, UAE

**Products: Pipeco Tanks & Pipeco Pumps**

- Communicating with Clients through Email & Cold Calling
- Maintaining company internal & external records
- Preparing client quotation, invoice, DO, billing vouchers
- Interacting with clients in a professional way
- Managing accounting records

JULY, 2020 – SEPTEMBER, 2021

**CUSTOMER RELATION OFFICER**, ALTRUIST TECH, INDIA

- Communicating with Clients through Email & Cold Calling
- Billing support & raising tickets with follow-up till End
- Managing Product Subscription & entitled documentation
- Acknowledgement of New Services & Products to the Client
- Supports company events with a Teamwork
- Sales Team support & building

MAY, 2018 – JUNE, 2020

**SALES EXECUTIVE**, CAVALI CLOTH STORE, INDIA

- Displaying the new designs in show racks or mannequins
- Showing customer new designs and also the product available in rack
- Pitching Customer maximum the available product inside the shop rather than selling product which is from outside shop.
- Customer attending customer with a smiling face.
- Also selling the product in wholesale/bulk.
- Maintaining good relation with the both wholesale and retail customer.

## EDUCATION

**GRADUATION**, BACHELOR OF COMMERCE (B.COM), INDIA

**HIGHER SCHOOL**, GOVERNMENT OF KERALA, INDIA

## PERSONAL INFORMATION

Date of Birth	:	November 30th 1997	Place of Issue	:	Kerala, India
Marital Status	:	Single	Visa Status	:	Visit Visa
Gender	:	Male	Visa Expiry	:	21-06-2022
Religion	:	Muslim	Nationality	:	India
Passport No.	:	T7870530	Languages	:	English, Hindi, Urdu, Malayalam and Kannada

## SKILLS

- Highly proficient in Administration
- Computer software & Application knowledge
- Problem solving
- Proficient in ORACLE application with ICRM software
- MS-word, Excel & other attributes
- Attention to detail
- Teamwork
- Interaction in Avaya Agent & DT software

## STRONG POINT

Fast learner and ability to adapt in any kind of environment to be an effective team leader as well as team member.