



Mohammed Fardeen

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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.