



# MOHAMMED ASIF M R

Age 29 – Indian

CAR MESSENGER / SALES EXECUTIVE

## PROFESSIONAL SUMMARY

To ensure success as a Messenger, I should brainstorm and select the most appropriate routes based on my workload. Ultimately, an exceptional Messenger will render friendly and efficient services that surpass our clients' expectations. Exceptional talent with providing customer service and having great time management skills.

## PROFESSIONAL EXPERIENCE

- **ETISALAT FACILITIES MANAGEMENT** worked as Office assistant cum Messenger, From September 2020 to May 2021.
- **PURE ZARA JEWELLERY Dubai** worked as purchase officer, From October 2017 to 2020.
- **F.O.S (Factory Outlet Store)Nu sentral mall at Kuala Lumpur Malaysia** worked as Sales executive, from July 2016 to July 2017.

## PROFESSIONAL EXPERIENCE SUMMARY

**F.O.S (Factory Outlet Store)Nu sentral mall at Kuala Lumpur Malaysia** worked as Sales executive.

### Responsibilities:

- Assisted in stocking the shelves with new product and replacing product that had been moved during the course of the day.
- Responsible for tracking sales and making sure the register was even at the end of the day.
- Often asked to work with families looking for specific fashions for children.
- Helped set up marketing displays before major buying seasons such as back to school and the holidays.
- Voted employee of the month for exceptional sales and high level of customer service.
- Often assisted customer service staff with returns throughout the day.
- Given the responsibility of opening the store each morning.
- Responsible for sales and customer service issues.



Location: Al Rigga, Dubai, UAE.

License: UAE Driving License

Tel: +971564509619

Email: asif.ziya2020@gmail.com

Visa Status: 3 Years UAE Free Zone

**ETISALAT FACILITIES MANAGEMENT** worked as Office assistant cum Messenger.

### Responsibilities:

- Pick up and deliver messages like documents, cheque, packages and other items between offices or department with an establishment or directly to other business concern.
- Obtaining signatures, appropriate documentation and payments for items picked up or delivered.
- Devising and choosing the most effective routes.
- Transporting items to drop-off points.
- Clarifying your scheduled and anticipated deliveries before each shift.
- Helping to build good customer relations.
- Arranging promotional events.

## EDUCATION

- B.E Computer Science Engineering, Anna University, Tamilnadu, Chennai, India April 2014.

## COMPUTER SKILLS

**Platforms:** Dos, Windows 9x, 2000, XP, Server, Millennium, Vista, Windows 8, Windows 10

**Applications:** MS-Office, AutoCAD, Photoshop

## LANGUAGES

ENGLISH	<div></div>	100%
TAMIL	<div></div>	100%
MALAY	<div></div>	40%

## INTERESTS & HOBBIES

- Graphics Presentation
- AutoCAD Designer