

MOHAMED THOUFEEK



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☎️ +971-0588616948 📅 30 Nov 1992 🌐 Single
🇮🇳 Indian

PROFILE

Admin and sales Executive with 4+ years of experience and a degree in admin and sales. Managed busy schedules and travel plans of executives while performing general office duties. Wanting to execute appointment management, manage internal and external communication, and Creative individual with a true passion. Knowledgeable in industry trends and maintain a high-end client list

SKILLS

- Able to work under pressure.
- Have a superior attention for details a very cheerful person.
- Pleasant personality and able to work accurately and neatly
- A team player, Diplomatic, courteous and discrete.
- Proven ability to prioritize and multi tasking.
- I enjoy traveling and socializing with new people.

EDUCATION

HIGHER SEC, SLB GOVT HIGHER SEC SCHOOL
Mar 2011 | Nagercoil, India
Percentage - 65%

B.COM, ST. XAVIER'S ARTS AND SCIENCE COLLEGE
May 2014 | Tirunelveli, India
Percentage - 60%

PROFESSIONAL EXPERIENCE

ADMIN & SALES ASSISTANT, ASIAN TRADING Ltd (INDIA)

May 2018 – May 2021 | Nagercoil, India

- Process orders via email or phone.
- Check data accuracy in orders and invoices.
- Contact clients to obtain missing information or answer queries.
- Liaise with the Logistics department to ensure timely deliveries.
- Maintain and update sales and customer records.
- Develop monthly sales reports.
- Communicate important feedback from customers internally.
- Ensure sales targets are met and report any deviations.

EXECUTIVE, B2C TECHNOLOGIES INDIA

Jan 2015 – Apr 2018

- Preparing, organizing and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Greeting visitors at reception.
- Managing diaries, scheduling meetings and booking rooms.
- Arranging travel and accommodation.

PASSPORT STATUS

Visa Status : Visit Visa valid until 7th April 2022

Passport no : P8914860

Passport Validity : 22-03-2027

LANGUAGES

English

Tamil

Malayalam

DECLARATION

I hereby assure that the above given information true and correct to the best of my knowledge and belief

Mohamed Thoufeek