

# MOHAMMED FAIZAL KHAN

## CUSTOMER COORDINATOR

FAST LEARNER - (READY TO JOIN IMMEDIATELY)



Faizalkhanmk95@gmail.com ✉

055-322-161-4 📞

Target Building Flat No: 302, opposite Siraj Hotel, Near karama Central Post Office, Karama, Dubai, U.A.E. 📍

facebook.com/faisalbhajjaan8@gmail.com 📺

instagram.com/faizalkhan27862 📷

## EDUCATION

### GRADUATE

SRI ARUNODAYA DEGREE COLLAGE/KORATLA  
KARIMNAGAR TELANGANA

04/2013 - 04/2016

#### Courses

- BACHELOR OF COMMERCE IN  
COMPUTER APPLICATIONS  
(B.COM) CA.

### INTERMEDIATE

PRBM JUNIOR COLLAGE/KORATLA KARIMNAGAR  
TELANGANA

04/2010 - 04/2012

#### Courses

- CIVICS, ECONOMICS AND  
COMMERCE

## WORK EXPERIENCE

### CUSTOMER COORDINATOR

EMIRATES SERVICES LLC / DUBAI - UAE

02/2019 - Present

DUBAI - UAE

Emirates Services llc (Facilities Management and Service Provider Company)

#### Achievements/Tasks

- \*DUTIES & RESPONSIBILITIES ON DAILY & MONTHLY BASIS\***
- Coordination with Clients, making quotations and Contract.
- Coordination with Staffs arranging Schedule Accordingly
- Making Purchase orders for vendor.

Contact: Mr. Satheesh Nair (Manager) - +9710505758318

### SHIFT MANAGER

BURGER KING/RIYADH SAUDI ARABIA

10/2016 - 10/2018

RIYADH KSA

### CUSTOMER RELATION OFFICER

HINDUJA GLOBAL SOLUTIONS/ MUSHEERABAD RTC  
CROSS ROAD HYDERABAD TELANGANA

05/2015 - 06/2016

HYDERABAD

### TIME KEEPER

NIPRO COMPUTER EDUCATION/KORATLA  
KARIMNAGAR

04/2013 - 04/2015

KORATLA KARIMNAGAR TELANGANA

Contact: MR. NAZEER

## SKILLS

\*Post Graduate Diploma in Computer Applications

\*SAP Software's

\*CRM Software's

\*Microsoft Outlook

\*Proficient in Internet Surfing.

## DRIVING LICENSE

\*United Arab Emirates License - (Manual)  
2020 - 2022

\*Saudi Arabia Driving License 2016 - 2018

\*India Driving license 2014 - 2034

## CERTIFICATES

\*NEBOSH Award in health and Safety at  
Work (HSW)

## LANGUAGES

English

Full Professional Proficiency

Arabic

Full Professional Proficiency

Urdu

Full Professional Proficiency

Hindi

Full Professional Proficiency

Telugu

Full Professional Proficiency

## INTERESTS

Reading Books

Playing Cricket & chess

Love Running In Every Morning.

Love Having Hyderabad Biryani at least in a week.