



SUMMARY

Pursuing MBA professional with 7+ years of outstanding track record in Customer service, Process associate, and Administration from the Ministry of Health and Prevention in United Arab Emirates.

Possess expertise in the whole gamut of Customer Service and Administration including M.S office & bookkeeping, excellent analytical, planning, problem solving, Teamwork management, and Relationship-building skills.

CONTACT

Address: Dubai, UAE
Mobile: +971545730408
Home: +918891889127
Email: shabeerpunnol@gmail.com

SKILLS



LANGUAGE



MUHAMMED SHABEER

ADMINISTRATOR

EXPERIENCE

Administrator 01/2021- 11/2022

Contact person
Mr. Nihal Ahamed
Operations
+971544244807

Somerian Health - UAE

MediQ Health care (a subsidiary of Tamouh health care LLC)
mediQ was rebranded to Somerian Healthcare from Jan 2022

I am a front-line worker in UAE.

My duties and responsibilities are:

- Respond to Patient doubts regarding Vaccines & PCR.
- Create Master attendance and Duty schedule.
- Keep records and report up to date.
- Handle Technical issues with the computer and Wi-Fi.
- Data encoding (If there is any staff shortage).
- Supervise other staff and delegate responsibilities.
- Order office stationery and supplies

Process associate 2019-2020

Contact person
Ms. Sakshi
Human Resource
+919622455770

IGT Solutions - INDIA

It's an Airline & Hotel field & UK-based process.

My duties and responsibilities are:

- Approval for the booking registration
- Approval for the Cancellation
- Making the pre-arrival list
- Approval for Leisure booking
- Handling official e-mails

Customer Service Executive 2017-2019

Contact person
Mr.Mashood
Site In-charge
+918714387116

Syscom Info Solution - INDIA

It's an IT Department.

My duties and responsibilities are:

- Troubleshooting Software and Hardware
- Approval for the Cancellation
- Technical support through Remote desktop
- Operating system support
- On-site technical work

Sales Attendant 2015-2017

Contact person
Musthafa
Supervisor
+971565868952

ADNOC - UAE

It's a Petroleum department

My duties and responsibilities are:

- Guide the vehicle to the right spot
- Ask about their needs
- Inspect the vehicle's air pressure
- Clean the glass if required
- Collect the money if they purchased
- Calculate and hand over the money to supervisors

INTEREST

Learning languages
Traveling
Workout
Cooking

Other Skills

POS Machine Operation
E-Commerce
Web Designing
LAN and VAN Network
PC ,Printer & Barcode Troubleshoot

PERSONAL INFORMATION

NAME : MUHAMMED SHABEER
DOB : 04/03/1992
NATIONALITY : INDIA
LICENSE : AUTOMATIC GEAR (UAE)
MANNUAL GEAR (INDIA)

PASSPORT & VISA INFORMATION

PASSPORT NUMBER : T7880743
ISSUED PLACE : KOZHIKODE,KERALA
DATE OF ISSUE : 13/08/2019
DATE OF EXPIRY : 12/08/2029
VISA STATUS : RESIDENT
DATE OF EXPIRY : 05/04/2025

Declaration :

I genuinely declare that all the facts mentioned above are true to my faith, and I am answerable for its accuracy.

-MUHAMMED SHABEER

EDUCATION

Bharathiyar University MBA in Human Resource Management
2019 - Pursuing

Madurai Kamaraj University BBA in General
2013 - 2018

Higher secondary (12th) Government of Kerala
2008 - 2012

Higher secondary (10th) Government of Kerala
2010 - 2013



Technical Qualification

- MS Office 
- Visual basic 
- Hardware & Software 
- Remote Desktop 



Training & Certification

- Tally CFA Completed with certified - (Under Chartered Accountant
- First AID CPR training from Emirates Technical & Safety Development Centre, UAE
- Fire fighting Training from Emirates Technical & Safety Development Centre, UAE
- Health conscious diet from Titan GYM & Health Fitness, Kerala.
- Appreciation from AJMAN PRIVATE SCHOOL for Best PCR Encoder. -24/11/2021
- Appreciation from AL AQSA PRIVATE SCHOOL for Best PCR Encoder. -28/11/2021
- Appreciation from ATHS AJMAN CAMPUS for Best PCR Encoder. - 29/11/2021