**MOHAMED**

**Mohamed.347428@2freemail.com**

Career Objects:

Career Goal to give in and contribute the proven administrative and marketing skills and education that I have acquired into a challenging and Sales administrative situation in order to achieve the desired result. Achieve successful Career in life through hard and smart work.

Professional Experience & Responsibilities:

 HOLDER OF A VALID UAE and SAUDI DRIVING LICENSE

 5 Years of Experience in Administration, Public Relations, Marketing and Driving.

 Knowledge of Roads in ABUDHABI, AL AIN AND DUBAI.

 Hands on experience in Banking Transaction, Collection, Distribution Selling and Consulting Key Customers.

 Expert in Microsoft excel, word, power point & tally.

 **Visa Status: Tourist Visa (Three months) Transferable**

EXPERIENCE IN SAUDI ARABIA

*Previous Employer:* Khaled Mohamed AL Sabhaan

Duration: May – 2016 to Dec - 2016

Designation: House Driver in DAMMAM

***EXPERIENCE IN UNITED ARAB EMIRATES***

*Previous Employer:* OFFICE OF SHAIKH SAEED BIN TAHNOON.

Duration: 15-Dec-2011 to 28-Feb-2013.

Designation: PRO cum Driver

Job Profile: I am working in a government undertaken company. So, I prepare the papers for the Immigration, Labour Ministries for employment visas, labour cards etc. Maintains liaisons with government agencies like Traffic, Water and Electricity, embassies, Ministry of Foreign Affairs,

Handle arrangements, billings, and complaints provide actions for issues on utilities for office. Provides follow with clients regarding signed contracts, etc. Process for renewal of company vehicle registrations. Performs other related duties that may be assigned by immediate superior.

Previous Employer: ETIHAD AIRPORT SERVICES L.L.C

Duration: 12 – Feb – 2015 to 25 – May - 2015

Designation: Loader Driver

Job Profile: I worked as semi-government company as a loader for baggage’s for passengers of Abu Dhabi International Airport

Previous Employer: Trizac Limousine Services L.L.C

Duration: 16 - Feb - 2014 to 22 - Jan - 2015

Designation: Limousine Driver

Job Profile: I am working in a Private company dealing with different types of guests such as hotels, airports etc. So I had given to them a good service.

Previous Employer: SINAN BOOKSHOP, ABUDHABI-Khalidiya

Duration: 31-Dec-2007 to 30-Dec-2010

Designation**:** Sales Executive

Job Profile:Manage and administrate Daily Business, Includes accounts process,fixing of targets to sales and Sales members, Team Work building. Collection Coordination, Development of new markets, Materials management, Handling area Distributors and Consulting Customers Issues.

Educational Qualification & Computer Skills

 Bachelor of Arts: Specialised in Economics & Statistics. 2003-2006. (Calicut University)

 Plus Two : Humanities 2001 – 2003 (Kerala Higher Secondary Examination Board)

 SSLC: Oriental Higher Secondary School 2001 ( Kerala Examination Board)

 D M O A : Knowledge in Microsoft Excel, PowerPoint Presentation, Windows Office Tools

 ( C-DAC Punne).

 C P A (Certified Professional Accounting) Tally erp.

Personal Information:

Marital Status: Married.

Languages known: Malayalam, English, Arabic and Hindi.

Nationality: Indian.

Interests: Reading and Playing.

Date of birth: 05-11-1984.

Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Mohamed