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| **Career Objective****Customer Service** **and Administration**- To have a growth oriented, challenging career where I can contribute my knowledge and skills to the organization and achieve more professional experience through continuous learning and teamwork.**Academic Qualifications**2012 - 2015 **Bachelor of Business Management**  Bangalore University Total Marks Scored: 70%2010 - 2012 **Higher Secondary – Commerce**  Central Board of Secondary Education Total Marks Scored: 80%2008 - 2010 **Secondary School**  Kerala State Board of Secondary Education Total Marks Scored: 73%**Work Experience*** **Customer Service Executive and Administrator at AL KARAMA MEDICAL FITNESS CENTER Dubai UAE.**

**(OCTOBER 2015 - OCTOBER 2017)*** **Attend walkin customers**
* **Accept cash and do online payments**
* **Receptionist**
* **Call center**

**Strengths*** A self-motivated professional
* Skilled at balancing and prioritizing multiple tasks
* Effective in engaging all organizational levels
* Highly organized and able to prioritizeeffectively
* Flexible and adaptable to changes
* Excellent interpersonal skills
* Highly organized and able to prioritizeeffectively
* MS Office proficiency
 |   **HIJAZ** **Hijaz.377761@2freemail.com** **MOBILE: C/o 971501685421****Permanent Address:****Dubai****United Arab Emirates****Personal Data:****Date of Birth : 5th Sep 1993****Sex : Male****Nationality : Indian****Marital Status : Single****Languages : English, Hindi, Tamil** **Malayalam, Kannada** **Arabic(Read,Write,Type)****Visa Status : Visit****Visa Expiry : 31/03/2018** |