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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**](mailto: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** |