 **MIRZA**

**Email**: mirza.383774@2freemail.com

**Personal Profile**:

 I am Friendly and Respected Customer ServiceCoordinator with a passion for Business. My studies and previous work experience are all in these. And I am currently looking for my carrier in a more challenging role. I have excellent communication skills which have enabled me to build strong relationship with customers, colleagues, Higher officers. I have previously managed a number of customers and give successful solutions. And I have the excellent ability to coordinate with management and other team staffs.

 **Education Achievements:**

* Master of Islamic Studies completed in B.S Abdur Rahman Universityand placed in First class scored as 85.92% on 2018 in India at Chennai.
* Bachelor of Islamic Studies completed in B.S Abdur Rahman University and placed in First class scored as 78.92% on 2016 in India at Chennai.
* Higher Secondary completed in Crescent Private school and placed in First class scored as 69.75% on 2013 in India at Chennai.
* Primary Education Completed in St. Xavier Matriculation Higher secondary school and placed in First class Scored as 70% on 2010 in India at Tirunelveli.

**Additional Qualification:**

* Bachelor of Business Administration in University of Madras on 2016 and Placed in First class scored as 78.64% in India at Chennai.
* Master of Business Administration in University of Madras
* Diploma in Customer service Aspirar Aviation Academy.

**Work Experience:**

* Customer service agent in Chennai International Airport appointed by Air India Air Transport Service ltd. From July 2016- Dec-2016.
* Administrative Officer & Customer Service Co-Ordinator in Habitat Serve Cleaning Services LLC. In Dubai at Deira. From the date of November 2017 - August 2018.

**Personal Attitude:**

* Customer handle with friendly & Respectively
* Ready to work hard and Smart
* Co-operative with Management
* Verbal communication skills in English & Arabic
* Learn new skills from others
* Punctuality in Everything.

**Personal Details:**

* Gender : Male
* Marital Status : Single
* Date of Birth : 01/03/1995
* Hobbies : Sports & Learn Skills

 I am here by Declared that all the details are true to the best of my knowledge.