MUDASSIR

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EMAIL ID : [mudassir.382175@2freemail.com](mailto:mudassir.382175@2freemail.com)

**OBJECTIVE**

Seeking a challenging position where my education and job experience will contribute to productivity, profitability, betterment of my organisation and my career prospects in providing better service to customers.

**Work Profile**

**• Perform general data entry using SAP, Microsoft Excel and Word.  
• Input data into a variety of computer programs with pace and correctness  
• Perform a wide variety of secretarial tasks in support of the business  
• Answer phones and create notifications in the system  
• Contact with internal and external customer.**

**PROFFESSIONAL EXPERIENCE**

### Company:-DUBAI LIBRARY DISTRIBUTORS – DUBAI

**Position : - SALESMEN**

**Duration: - November 2014 to March 2018**

**Work Profile**

* **Entering, updating, and verifying customers and suppliers information.**
* **Ensuring accuracy of data entered into the computer program**
* **Tracking supporting documents for verification of data**
* **Sorting, batching, and archiving files for easy access**
* **Printing, collecting, and distributing reports as per demand**
* **Handled several different type of Customer service issue each day. .**
* **Mantling inventory, Daily Order, transfer in and transfer out goods.**
* **Product Movement details.**
* **Month end report.**
* **Assisted in developing several promotional ideas that resulted in a significant amount of**

**sales revenue.**

* **Created a large network of satisfied customers who would regularly refer new customers.**
* **Develop a reputation to having a very professional.**

**Educational Qualifications:**

* Completed Higher School Certificate (H.S.C) From Mumbai Divisional Board
* Completed Secondary School Certificate (S.S.C) From Mumbai Divisional Board with Second Class in the Year March-2007.

**Other Qualifications:**

* Completed Microsoft Certified System Engineer (MCSE) from Jet King Institute, Mumbai.
* Completed Hardware and Networking from Jet King Institute.
* Completed Oracle 11g DBA from Wilshire Software Technologies.
* **Develop a reputation to having a very professional.**

**Areas of Interest**

* **Employee Relations :**

Achieved 100% target in previous companies

**Personal Details**

Gender **:** Male   
Marital Status **:** Married   
Date of Birth **:** 07/06/1987  
Birth Place **:** Borli Panchatan-Raigad.  
Nationality **:** Indian  
Hobbies **:** Football, Swimming, Gardening and Playing Chess. Languages Known **:** English, Hindi, Urdu and Marathi.

**Passport Details**

Date of Issue : 22/12/2009 Date of Expiry : 21/12/2019 Place of Issue : Thane-India.

**Declaration**:

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