

A Mohamed Rasool

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Objectives:

Learn and function effectively in an organization and be able to deliver to a bottom line.
Constantly upgrade my knowledge and skills and make a difference.

Work Experience

Eswari Enterprises

Position: Front office assistant

Mar2017– Dec 2024

- Organised and maintain office common areas.
- Created weekly and monthly reports and presentations, enabling improved operational analysis.
- Liaised with vendors and suppliers for optimal resource management.
- Examined, scanned and input documents in software system.
- Scheduled appointments using organisational software tools, minimising conflicts and overlaps.
- Scheduled appointments, meetings and travel for office staff.
- Registered visitors, guests and contractors upon arrival, providing access passes.
- Handled incoming calls for staff, answering questions, directing calls and documenting messages.
- Opened office each day and readied spaces for staff and guests.
- Took and relayed messages between staff, customers and other parties.
- Classified physical and digital documentation with correct codes.
- Managed front desk operations, ensuring smooth workflow.
- Assisted in compiling monthly reports, supporting administrative tasks across departments.
- Resolved customer complaints for improved satisfaction rates.
- Processed new customer orders, coordinated related documentation and adjusted account balances.

Al-Masief Est – Saudi Arabia

Jun 2013 – Dec 2016

Position: Sales & Marketing

- Worked collaboratively with colleagues and agencies to deliver fully integrated cross-channel marketing campaigns and activities.
- Evaluated campaign performance to optimise return on investment.
- Developed targeted advice for decision-makers on how best to reach target consumers and build awareness.
- Analysed sales data for devising effective marketing strategies.
- Driven sales growth by developing effective marketing strategies.
- Collaborated with marketing team to develop compelling sales materials and presentations

Al -Bilali Trading Est

Feb 2013 – Jun 2014

Position: Data Entry and Managing Invoice

- Registered new customer account details in system.
- Maintained accurate data entry by diligently inputting information from various sources.
- Generated weekly and monthly reports for managers.
- Evaluated source documents to locate information needed for each data entry field.
- Met productivity goals through swift, precise data entry.
- Enhanced customer satisfaction with quick resolution of data-related queries.
- Transferred data from physical copies to electronic records.

Personal profile:

➤ Date of Birth	:	21.03.1991
➤ Gender	:	Male
➤ Father Name	:	I Abdul Azeez
➤ Marital Status	:	Single
➤ Language	:	English, Arabic
➤ Country	:	India

Declaration:

I hereby declare the details finished above are true to the best of knowledge and belief.

Place:

A Mohamed Rasool