



# MUHAMMED FIROZ P K

## CONTACT

- +971586848156
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- MUSAFFAH, ABU DHABI

## SKILLS

- Flexible team player
- Reasoning ability
- High grasping power
- Good communication skills
- Can work under pressure

## COMPUTER PROFICIENCY

- MS Excel
- MS Word
- MS Power Point

## LANGUAGE

- English
- Hindi
- Malayalam
- Arabic

## PROFESSIONAL PROFILE

Seeking a responsible and challenging position in a growth oriented progressive institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

## EDUCATION

### Bachelor of Computer Application

Bharathiar University (2018)

### 12th

Computer Science.  
Kerala Higher Secondary Education (2014)

### 10th

Central Board of Secondary Education  
(2012)

## WORK HISTORY

January 2023 - Current

### Frontline Associate (Al Fardan Exchange)

Al Sila, Abu Dhabi

- Send/Pay inbound transactions.
- Forex transactions.
- WPS transactions.
- Bill payments & VAS.
- Cash handling.
- Delivered prompt, accurate and excellent customer service.
- Adhere to company's security policies (prevent money laundering).

July 2019 - December 2021

### E-Commerce Coordinator (Hitech Machineries & Equipments)

Ernakulam, Kerala

- Keeping track of returns shipment.
- Amazon Seller flex / Seller central .
- Flipkart Seller.
- Allocating tasks and activities on a day to day basis for warehouse associates.
- Managing return warehouse.
- Managing damage claims.

## PERSONAL PROFILE

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Gender : Male  
Date Of Birth : 02/10/1995  
Nationality : Indian  
Marital Status : Single

June 2018 - June 2019

### **Administrative Assistant (IRI Industries)**

Ernakulam, Kerala

- Responded to telephone enquiries from clients, vendors and members of public.
- Managed office inventories, restocking supplies and placing purchase orders to maintain adequate stock levels.
- Organized client events and conferences.
- Processed contracts, expense reports and invoices.
- Maintained reception area in orderly manner to provide visitors with positive first impression of company.

## PASSPORT DETAILS

Passport Number : T6681305

Visa Status : Employment visa

## DECLARATION

I hereby declare that the above mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars

**MUHAMMED FIROZ PK**