



HANFAS ROSHAN V M

PROFILE

To improve business operations, a creative commercially and digitally aware team player with administrative expertise and business savvy is needed .stays current on trends and regulations to keep organization on-track and compliant. through, diligent professional with strong attention to detail and decisive approach to problem solving.

EXPERIENCE

CUSTOMER SERVICE EXECUTIVE FRONT-LINERS FOR THE GOVT OF ABUDHABI (2022-2023)

- Greets patients or their families and finds out the nature of their enquiry Keeps accurate records of discussions with customers / Patient.
- Perform duties of handling Patient
- Develops and maintains the feedback/complaint procedure for customers to use and receive redressal
- Communicates all information to Floor Supervisor on daily basis

ACCOUNT ASSISTANT

PASS CORPORATE SERVICE PVT LTD,

- 09/2019 - 06/2020, Kerala, India
Pass corporate service working under ministry of corporate affairs, Govt.of India.
- worked before as an Accounts Assistant to this company.
- Collecting all bill books & receipts vouchers from all outlets. Generates accounting statements and reports.
- Researches cash receipts,coding and posting of receipt's.
- Summarizing and preparing detailed reports for all the outlets..
- Maintains telephone and personal contact With staff and vendors on
- recievable matter As directed by manager.

CONTACT

+971562352149

hanfaskhan12@gmail.com

SKILLS

- Excellent team leadership ability
- Exceptional communication
- Performance management
- Commercial awareness
- Customer-facing leadership

PROFESSIONAL SKILLS

IT SKILLS;

Microsoft Excel, Word PowerPoint and Photoshop.

VIDEO EDITING SKILLS;

Experienced in using many of the video editing software.

ACHIVMENTS

Awarded "Employee of the month " for the months of April, May and August in 2022.

EDUCATION

MBA

London american city college /sharjah 2021-2023

- pursued masters in business administration in logistics and supply chain

BACHELOR OF COMMERCE

HINDUSTAN UNIVERSITY CHENNAI (2017-2020)

- Pursued bachelor of BBA
- Was a member of student union

PERSONAL INFORMATION

Date of birth : 15/07/1998

Nationality : India

Visa status : Employment (valid till
(Aug/2022 - Aug/2025)

Passport No : V2143975

Marital status : single