

CURRICULM VITAE

MOHAMMED MUNAVAR FAIROOZ

MOB NO : +971 58 132 5869

WhatsApp : +974 5556 7271

Mail ID : fairooziqra@outlook.com



PERSONAL DETAIL

DATE OF BIRTH : 16-11-1993

SEX : MALE

MARITAL STATUS: MARRIED

NATIONALITY : INDIAN

PASSPORT NO : U0917077

LANGUAGES KNOWN

- ENGLISH
- HINDI
- MALAYALAM
- ARABIC

OTHER CAPABILITIES

- PROFICIENT IN USING COMPUTER , ESPECIALLY MS OFFICE, EXCEL
- DIPLOMA IN ACCOUNTING
- GOOD DRIVING SKILL

OBJECTIVE

To utilize the opportunities available to secure a promising, successful and challenging career, where I can apply my knowledge to the best of my ability to achieve the organizational goals to help me explore myself fully and realize my Potential.

WORK HISTORY

- **AMC CAFE , QATAR**

DESIGNATION: MANAGER

DURATION : 2023-2024

- **QATAR BUILDING COMPANY , QATAR**

DESIGNATION: ACCOUNTS RECEIVABLE

DURATION : 2021-2023

JOB DESCRIPTION AND RESPONSIBILITY:

- Processing, verifying, and posting receipts for goods sold or services rendered
- Researching and resolving account discrepancies
- Processing and recordings transactions
- Maintaining records regarding payments and account statuses
- Obtaining information from other departments to ensure records are accurate and complete and accounts receivable ledgers and journals are up-to date

- **AL ZAMAN EXCHANGE W.L.L , DOHA ,QATAR**

DESIGNATION: COUNTER SERVICE OFFICER/ FC CASHIER

DURATION : 2016-2021

JOB DESCRIPTION AND RESPONSIBILITY:

- Processing remittance transactions to different countries using various company products such as Western Union money transfer, Express Money and bank to bank service etc.
- Ensures implementation of company standard operating policies and procedures
- Maintains solid customer relationships by handling their questions and concerns with speed and professionalism
- Responsible in selling and buying of foreign currencies from various countries

- **ROYAL PHONE CENTER , DUBAI**

DESIGNATION: SALES REPRESENTATIVE

DURATION : 2015-2016

- **HAYATH TOURS AND TRAVELS, KASARAGOD, KERALA**

DESIGNATION: TRAVEL CONSULTANT

DURATION : 2013-2015

EDUCATION QUALIFICATION

- **B.COM (Completed not graduted)- 2012-2015**

KANNUR UNIVERSITY

- **HIGHER SECONDARY EDUCATION - 2011-2012**

NATIONAL INSTITUTE OF OPEN SCHOOL , INDIA

- **SSLC - 2009**

KERALA BOARD

SKILLS

- **Excellent communication skills**
- **Customer service**
- **Problem solving**
- **Operational skills**

DECLARATION

I hereby declare that the above-mentioned details furnished by me are true and correct to the best of my knowledge and belief.

MOHAMMED MUNAVAR FAIROOZ