



ABDUL MUDASIR CM

CONTACT

- +971545945812
- mudasirdachizz619@gmail.com
- Sharjah, UAE

EXPERTISE SKILLS

- Microsoft word
- Creative Thinking
- Microsoft Excel
- Video editing

LANGUAGE

- English ●●●●●●●●
- Malayalam ●●●●●●●●
- Hindi ●●●●●●●●
- Kannada ●●●●●●●●

INTEREST

- Travelling
- Singing

01 PROFESSIONAL PROFILE

To apply my knowledge and skill according to the requirements of the organisation to the best of my ability for mutual development, keeping in mind the organisational goals.

02 EDUCATION

Diploma in Arabic, English translation and typing
Arabnet Calicut (2022-2023)

Bachelor in commerce - cooperation
Kannur university (2019-2021)

03 EXPERIENCE

Naftro forex and travels Pvt Ltd.

Executive Forex and ticketing Apr 2023 - Jul 2024

- Exchange and sale currencies
- Book flight and visa for customer.
- Enter data into our software and maintain client files.
- Managed the day-to-day handling of all of accounts and billing of the individual branch of the company.
- Filling all Forex related documents (sale and purchase)

Hotel Metro Manor.

Front office, receptionist 2022 - 2023

- Booking rooms for customer.
- Dealing customer needs.
- Dealing day to day accounts.