



MUHAMMED JASIM P
Mob : +971 56 4969199
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Professional Certification

- PDBA (Professional Diploma in banking and Accounting)

Software

- Tally
- SAP (FICO)
- Ms Office (Excel, Word, PowerPoint)

Personal Data

Nationality : Indian
Passport no : M9045999
Marital Status: Single
Date Of Birth : 07-09-1999
Hobbies : Music, Reading

Languages

English, Malayalam
Hindi & Tamil.

Visa Status

Visit visa

Address

Al Muteena, Deira
Dubai
UAE

CURRICULUM VITAE

Career Objective

To optimally utilize the present skill, abilities, expertise, and knowledge that I ever earned throughout my studies and working experience, so as to enable the organization to achieve its goals and at the same time capture opportunities for constant learning and career development.

Education

Bachelor of Commerce (B.Com.)
University of Calicut, Kerala India.

WORKING EXPERIENCE

Bajaj FinServ Ltd.

Date : 01/12/2021 to 20/09/2024

Job Title : **Customer Service Executive - DMC**

Responsibilities:

- Answering client correspondences through email, and by phone.
- Providing customers with clear instructions to resolve issues and queries.
- Informing customers about their payment Due date and confirming the payments are received before the due date.
- Follow-up on the outstanding balance from customers.
- Promoting Bajaj EMI cards and other financial services.
- Advising customers on suitable plans as per their income and financial status.
- Coordinate and communicate extensively and effectively with senior management.
- Handling customers' complaints or handing them on to management.
- Maintaining good relationships with colleagues by working as a team.

Edappayil Floorings

Date : 01/10/2020 to 20/11/2021

Job Title : **Sales Executive**

- Convincing customers to purchase floor products and sanitary ware products.
- Answering customers' concerns and queries.
- Documenting sales and processing orders
- Reporting daily/weekly and monthly sales reports to the management.

Declaration

I hereby declare that the above-furnished information is true and correct to the best of my knowledge and belief,

MUHAMMED JASIM P