



FAIZAL.K.I

OFFICE ADMINISTRATOR

CONTACT

+971547046965

faizalkif9@gmail.com

Alghazal Building, Q1
Damascus Street, Al Qusais 2

EDUCATION

2005-2008

M.G. UNIVERSITY

- Bachelor Of Business Administration

2009

FFS SCHOOL OF FINANCIAL STUDIES AND RESEARCH

- Certified Professional In Indian Financial Market

VISA STATUS

- Dependent visa

NATIONALITY

- Indian

SKILLS

- MS Office
- Public Relations
- Teamwork
- Time Management
- Leadership

LANGUAGES

- English
- Malayalam
- Tamil

PROFILE

To be a part of organization where the management structure recognizes and rewards loyalty, honesty, hard work ambition of an employee by providing growth opportunities and necessary infrastructure that could contribute the success of the company.

WORK EXPERIENCE

Innovative Technologies (INDIA)

24-03-2014 TO 31-7-2024

OFFICE ADMINISTRATOR

- Prepared monthly reports on sales activities, revenue, expenses, and other key metrics., Supported sales team by delivering current territory sales data and costing information..
- Attend to all administrative duties as indicated by senior management. Create and update Sales Invoices and Product Pricing Sheets for Account Managers as per their request .
- Handling executive travel plans, Coordinated travel arrangements for sales representatives as needed.

Navia Markets Ltd (INDIA)

Dealer

18-07-2013 TO 09-03-2014

- Advise investors.
- Buy and Sell Securities for investors.
- Managing clients investment portfolios.

Acumen Capital Market (INDIA) Ltd

04-01-2011 TO 11-07-2013

Dealer

- Advise investors.
- Buy and Sell Securities for investors , Managing clients investment portfolios.

REFERENCE

MUKTHAR

Designation. HR Manager

Phone: +917356238555

Email : hr@ibellsworld.com