



MUHAMMAD FALHIL

Operations Executive

Objective

Efficient and detail-oriented to make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated. Seeking for opportunities and secure a position to contribute my skills effectively for the growth of the organization and my professional career.

Experience

○ 2023 January - June

Popular Vehicles and Services Limited, Kannur

Front Office Executive

- Greeted customers and assisted them as needed.
- Responds to customer inquiries and requests in a timely, friendly, and efficient manner.
- Answered the phone calls and Answered phone calls appropriately.
- clear customer's doubts and misunderstandings about the vehicle insurance.
- assists the customer in all activities of taking vehicle insurance policy.
- Inspected insurance expired vehicles and prepares inspection report for taking a new insurance policy.
- knows the all aspects of the business operations.
- Maintained the record of visitors and enquiries in front office.

Academic Details

○ Bachelor of Business Administration

Kannur University- 2022

○ Higher Secondary School

Ghss Chattukappara- 2019

○ SSLC

Ghss Chattukappara- 2019

Certifications

○ Diploma in Shipping and Logistics

○ Diploma in Airline and Shipping Management

○ Microsoft office Specialist- Excel 2019

○ SAP MM S4/hana

○ Advanced Excel

Contact

Phone

+91 9544424763

Email

muhammadfalhil27@gmail.com

Address

Kannur, kerala
India

Core Components

- Positive Attitude
- Confident
- Hardworking
- Innovative
- Teamwork
- Leadership
- Problem Solving
- Communication Skill

IT Skills

- SAP
- Ms PowerPoint
- Ms Excel
- Ms word
- Tally(basic)

Language

- English
- Malayalam
- Hindi

Personal Details

- Nationality- Indian
- Marital Status- Single
- Date of Birth- 13.09.2001