

MR

Mohammed Ramiz

Highly organized and detail-oriented Process Assistant with over 01 years of experience in optimizing operational workflows and supporting team efficiency. Skilled in data management, process analysis, and implementing improvements to enhance productivity. Known for excellent communication skills, strong organizational abilities, and a proactive approach to problem-solving.

Location

Dubai, United Arab Emirates

Phone

+971 556051850

Email

mohammedramizramiz77@gmail.com

Languages Known

- English
- Hindi
- Malayalam
- Kannada

Passport Details

- Passport No. W7873201
- Issue Date 23-12-2022
- Expire Date 22-12-2032

Experience

January 2024 – Present (Hybrid)

Process Assistant | Fragomen Immigration Services Pvt. LTD | Cochin, India

- Assisted in preparing and reviewing immigration documents to ensure accuracy and compliance with regulations.
- Supported the management of immigration cases, tracked deadlines, and ensured timely submission of applications
- Communicated with clients to gather necessary information and provided updates on case status.
- Entered and maintained accurate client information in databases and case management systems.
- Conducted research on immigration laws, policies, and procedures to support case preparation
- Provided general administrative support, including scheduling appointments, managing correspondence, and maintaining files

March 2023 – November 2023

Sales Executive | Sultan Gold and Diamonds | Mangalore, India

- Assisted customers in selecting jewellery, providing detailed product information.
- Met and exceeded sales targets.
- Maintained up-to-date knowledge of jewellery trends and promotions.
- Managed inventory and organized displays.
- Prepared sales reports and provided feedback to management.
- Collaborated with team members to ensure smooth operations and a positive customer experience.

Education

Bachelor's in computer applications (BCA) in Aviation

Mangalore University

(2020 – 2023)

Pre-University College (PUC)

Kerala State Board

(2018 – 2020)

Key skills and characteristics

- **Technical Skills:** Proficiency in specific tools, software, or technologies relevant to your field. (MS Word, Excel, PowerPoint)
- **Communication Skills:** Ability to convey information clearly and effectively, both verbally and in writing.
- **Problem-Solving Skills:** Aptitude for identifying issues and developing effective solutions.
- **Analytical Skills:** Capability to analyse data, trends, and make informed decisions.