



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