

Personal Information

Name and Surname : MUHAMMED RAFI

Date of Birth : 11-09-1982



PUBLIC RELATIONS OFFICER

A capable, intelligent and very presentable communications specialist with a unrivalled ability to understand a clients objectives, industry and mission statement. Much experienced and having a proven ability to use the web and social media to engage with a target audiences and get a clients core messages across.

Profiles

Educational Qualification

2004 - 2007 BA HISTROY From CALICUT UNIVERSITY

2001 - 2003 HIGHER SECONDARY From CALICUT UNIVERSITY

2000 SSLC From CALICUT UNIVERISTY

Experience

06.2016 - 09.2020 PRO CUM ADMINISTRATOR - Altayer Group, UAE

- Promoting and marketing the business
- Dealing with customer queries and complaints
- Providing advice about visas or passports
- Provide relevant information, brochures and publications (guides, local customs, maps, regulations, events etc) to travelers
- Book transportation, make hotel reservations and collect payment / fees
- Enter data into our software and maintain client files

04.2009 - 11.2011 DOCUMENT CONTROLLER- Muhanad Typing And Document Clearing, UAE

- Checking for accuracy and editing files, like contracts
- Reviewing and updating technical documents (eg manuals and workflows)
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- File documents in physical and digital records

Languages

English ★★★★★

Arabic ★★★★★

Hindi ★★★★★

Malayalam ★★★★★

Skills

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

Software skills

Microsoft Word ●●●●●●

Microsoft Excel ●●●●●●