Sajjad

Sajjad.244369@2freemail.com

**Career Objective:**

Seeking an innovative and challenging career in a professionally managed and dynamic organization with opportunities for development, in order to continue and work with dedication and determination.

**Academic Qualification:**

* High school (Dept. of Education, Govt. of Kerala)
* Diploma Business Administration
( IIBM Institute of Business Management,Meerut,Delhi )
* Master programme in Business Administration

( IIBM Institute of Business Management,Meerut,Delhi )

**Work experience:**

* Currently working as Bilingual Typist cum Customer Service Representative in MEDI EXPRESS, Al Baraha Hospital, Dubai, U.A.E since march 2012

My job evolves tending to the customer’s needs, entering data to different forms according to the task being performed, providing information to customers.

* cashier with Medi Express Al Baraha Hospital Dubai
* Medical/Emirates ID /Health Card /Emigration / Birth certificate Translation

Typist

 **Areas of Strength:**

* Highly Motivated and Dedicated team Candidate.
* Capability to build excellent relationships with clients, colleagues and Senior managements.
* A resourceful, innovative and dedicated personality with proven talent.

**Computer Proficiency:**

* Excellent knowledge in working with Windows XP, VISTA and Windows 7 Operating Systems.
* Excellent knowledge in working on Internet & Multimedia.

**Languages Known:**

* English
* Hindi
* Arabic
* Urdu
* Malayalam

**Personal Details:**

Nationality : Indian

Gender : Male

Date of Birth : 24-11-1992

Marital Status : Single