# [*Curriculum Vitae*](http://jobsearch.about.com/od/curriculumvitae/a/curriculumvitae.htm)

# 

**Rafeek**

**Email:** [**rafeek.269991@2freemail.com**](mailto:rafeek.269991@2freemail.com)

career objective

Seeking a suitable position in the reputable organization meeting my qualification and experience where I can utilize and broaden my experience and at the same time opportunities to improve my future prospects

PROFESSIONAL EXPERIENCE

**Office Messenger / Operation Dept**

Tas'heel - On Time

**2011 to till date**

On Time Service

JOB ROLES AND RESPONSIBILITIES

* Collection and delivery all customer mails from all branches.
* Collecting the birth certificate attestation for mofa.
* Collection of cash from all branches and depositing to bank on day by day.
* Collecting all branch cash collection.
* Collecting the mail from post office every day check.
* Handling all bank related works.
* Assisting to public and all government relation works.
* Delivery of documents on time to our valued customer.
* Deliver all official mail and check payments all branches.
* Assisting all branch requirements.
* Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone, route calls, and take messages.
* Assist staff with administrative duties as requested.
* Assume dispatch duties as necessary.
* Update and maintain mailing lists.
* Other duties as assigned.

VALID UAE MOTORCYCLE LICENSE

EXPERIENCEin uae – 7 YEARS

EDUCATION QUALIFICATION

**Higher Secondary Certificate – Pass**

(2000 Govt Hr Sec School, Thirupoondi)

COMPUTER QUALIFICATION

**Advanced Diploma In Computer Application**

(2000 to 2001 DC Elcot Software Limited, Chennai)

COMPUTER knowledge

Microsoft Office, Adobe Photoshop, Tally, Oracle, HTML, Visual Basic.

Excellent working knowledge in Adobe Photoshop multi designing works.

**Other Working Knowledge**

* Excellent working knowledge in Adobe Photoshop
* Typing speed 45 words per minute
* Excellent command in working knowledge in English language
* Familiar with all type of computers and laptops.
* Good knowledge of Microsoft office 2007 (Word, Excel) for windows
* Excellent working knowledge in Tally 9.1
* Excellent working knowledge in Internet handling

personal details

Date of birth : 25/06/1982

Nationality : Indian

Martial Status : Married

Religion : Muslim

Language known : Tamil, English, Hindi, Malayalam

declaration

I hereby declare that above information furnished is true to best of my knowledge and beliefs