## C:\Users\TAJ\AppData\Local\Microsoft\Windows\INetCacheContent.Word\passportsize (1).jpg MOHAMMED TAJ UDDIN- CV No. 1995822

## Professional Profile

I am an experienced and professional Administration Assistant with exceptional communication skills and impeccable presentation. A diligent and motivated worker with strong organisational skills and attention to detail, I seek a flexible role with a dynamic organisation while I complete my university studies.

## Education

* **MCA**: Master of Computer Application from Osmania University in 2011.
* **B.Sc:** Bachelor of Science from Osmania University in 2007.
* **INTER Vocational** from Board of Intermediate Education in 2004.
* **SSC**: standard from Board of Secondary Education in 2002.

## Employment History

 **Administrative Assistant** December 2011 – Present

Responsible for providing an efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office.

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| * Providing secretarial services such as minute taking, WP and diary management.
* Ensuring office procedures and systems operate efficiently.
* Handling requests for information and data.
* Setting up e-mail groups for committees.
* Circulating documents via post and email.
* Scanning and copying contracts, notes and other documents.
* Checking stationary levels and ordering new supplies.
* Opening, dating, copying and circulating incoming post.
* Raising purchase orders and chasing outstanding accounts.
* Recording, compiling, transcribing and distributing the minutes of meetings
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## Technical Skills

* Microsoft Office
* Typing speed: 30 wpm, 95% accuracy
* Windows Operating Systems
* Hardware and Networking
* Internet Concepts

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| Key Skills**Areas of Expertise** * Office procedures
* Data management
* IT skills
* Customer service
* Reception support
* Diary management
* Minute taking
* Filing / archiving

Qualities and Strength * Easily adopt new ambience.
* Keen observer new technologies.
* Ability to work under pressure.
* Positive thinker.

Passport Details |

Issue Date : 20/12/2012

Expiry Date : 19/12/2022

Visa Status : Visit Visa **(Valid till 6th Feb 2017)**

## Personal Information

* City: HYDERABAD
* Pin code: 500053.
* State: TELANGANA.
* Country: INDIA.

## Declaration

I hereby give affirmation that the above information furnished by me is correct and includes all the personal and professional details.

**MOHAMMED TAJ UDDIN.**

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| MOHAMMED TAJ UDDIN- CV No. 1995822To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |