****Curriculum vitae

mohammed

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| **Objective:** |

To pursue a challenging and progressive career in an organization where my technical knowledge and mycreative thinking will contribute to the growth of the organization.

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| **Skills:** |

**A**bility to work under pressure, Quick Leaner, Good Communicator, Hard Worker

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| **Education:** |

* Diploma in MEP design and draughting (Electrical)-2016
* Higher secondary level, (Computer Science)-2009

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| **Software skills:** |

**Highly proficient with**

* AutoCAD 2015
* Relux Pro
* OS-Windows ( XP, Vista, 7, 8& 10), Linux
* MS Office (Microsoft Word, Excel, PowerPoint & Access)
* Internet ,E-mail& Outlook Express
* Experience in Type Writing English (lower)

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| **Professional Experience:** |

**Overseas Experience**:

* 1 Year (May 2014 – February2015) as an **STORE KEEPER** at SaudiDMCO.
* **Job Description**: Handling and maintaining stocks. Cross checking the stocks manually and systematically. Preparing sales percentage chart. Checking the Quality and Quantity of the received stock.
* 1 Year (February 2015 – Jun 2016) as a **SALES AND CUSTOMER SERVICE EXECUTIVE** at Saudi **DMSCO**.
  + **Job Description**: Presenting and selling personal care medical equipment like nebulizer, Blood Pressure Monitor(digitalized), Glucometer(digitalized), SPA Massage etc.,

**Domestic Experience**:

* 6 months (October 2013-March 2014) in METRO Imports and Exports, Hyderabad as an **Operationsexecutive**.
* **Job Description**: Preparing and packing customer orders and sending the orders to a respected client.

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| **Personal strength:** |

* Easily adapt to any environment.
* Highly Self Motivated and take jobs with sense of Responsibility.
* Ability to easily grasp New Technologies, Willingness to learn.

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| **Personal information:** |

Date of Birth : 31/03/1991

Sex : Male

Nationality : Indian

Marital status : Single

Language known : Arabic, English, Hindi, Tamil

Visa Status : Tourist UAE visa (Transferable)

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| **Declaration:** |

I hereby declare that all the information given above is correct to the best of my knowledge and belief.

Yours Sincerely,