**CURRICULUM VITAE**



**Ahammed**

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**CAREER OBJECTIVE**

I would like to broaden my experience by taking a challenging assignment, which would enable me to exercise my communication, organizational and administration skills in an effective manner. Looking for a career that offers innovation and challenge, I like to work in an environment that offers room for both personal and professional growth.

**AREAS OF EXPERTISE**

* Computers and Administration: Proficiencies include MS Office, Basic in (MS Vision, IOS, Android Systems, Adobe Photoshop, apple and Windows Operating systems).
* Easily making good working relationships.
* Networking of Operating systems.
* Outstanding time-management and organizational abilities to provide exceptional staff support.
* Communication and Presentation: Exceptional interpersonal skills, handles sensitive matters.

**EXPERIENCE HIGHLIGHTS**

* Worked at **Al Dawaween Typing & Photocopying Services** at Bur Dubai –Dubai, UAE (from July 4, 2014 to August 31, 2016) **Typist cum Clerk**.

**Duties & Responsibilities:**

* Strong phone contact handling skills and active listening
* Translating Arabic, English, Urdu and Malayalam Documents, E-mail, Fax, Photo copying, and printing.
* Preparing letters, memos, quotations, forms contracts, and other types of Correspondence for the officials as requested.
* Issue invoices to customers.
* Update customer files with issued invoices.
* Attending phone calls.
* Preparing documents such as contracts, leasing agreements and closing
statements.
* Arranging and evaluating all applications and documents to be submitted to the police and courts.
* Lodging labor complaints and absconding reports.
* Drafting letters, email correspondences and documents both in English & Arabic
* Maintaining and ensuring the staff daily attendance register.
* Preparing Monthly report for to the Manager.
* Maintaining Employees Personal Accounts and their Personnel Records
* Handling Labour and Immigration application forms and related works.
* Other office administrative duties for growth and development.

**EDUCATION**

* **BA (English Literature)**

**UNIVERSITY OF CALICUT – Calicut – Kerala**

Enthusiastically pursued university’s Bachelor of Arts, Obtained education in English Literature.

* **Graduation in Islamic Studies and Human Science, English, Urdu and Arabic Languages.**

**Malik Deenar Islamic Academy affiliated to Darul Huda Islamic University**

**IT Skills:** MS Office, Internet Applications, Basic in (MS Vision, Web designing, Adobe Photoshop)

**KEY SKILLS AND COMPETENCIES**

* Having a mathematical mind with good analytical skills.
* Customer relationship
* Able to prioritize individual workloads according to deadlines.
* Confident attitude with a proactive approach to work.
* Able to work as part of a team or alone.
* Good relationship maintenance approach with customers and employees.

**LANGUAGE SKILLS**

* Arabic
* English
* Urdu
* Hindi
* Malayalam

**PERSONAL DETAILS**

Date of Birth : 14th August 1990

Religion : Muslim

Nationality : Indian

Marital Status : Single

**DECLARATION**

I hereby declare that the details furnished are true to the best of my knowledge and belief. If given me an opportunity I assure you of discharging my abilities and duty sincerity up to your satisfaction.

**Looking forward to work with your esteemed organization and awaiting for your valuable response**

~ References available upon request~