|  |  |  |
| --- | --- | --- |
| **Objective****Searching for a long-term career opportunities that will enhance self-development through my skills, dedication and enthusiasm towards work. A career that helps provide the basic needs and help promote self-confident in the field of experience and team building task.****Skills*** **Making all types of application for VISA, MEDICAL & LABOUR.**
* **Strong communication skills.**
* **Personally best in customer dealing.**
* **Desire to acquire new technologies & knowledge.**
* **Knowledge of computer Software’s.**
* **Maintain related records.**

**LANGUAGE PROFICIENCY*** Speaking: English, Hindi, and Malayalam.
* Writing: English, Hindi, Malayalam and Arabic.
* Reading: English, Hindi, Malayalam and Arabic.

)**REFERENCE**Certificates and other reference Available upon request. |

|  |
| --- |
| SAMAD SAMAD.351201@2freemail.com  |

**Experience****assistant pro cum typist**for **Albeidak Businessman services**, Dubai, UAE. Duration: May 2015 to February 2017.Processing all type of VISA manual E-form and online EDNRD for Visa payment, New Visa, Visa renewal, Cancellation, Etc.Making application for Labour at Tasheel like Offer letter, Work permit, Labour payments, Bank guarantee, Salary contract, Cancellation inside and outside, Etc.Making all types of Medical for DHA like normal medical, 48 hours medical, 24 hours medical, VIP medical and also refunding cancelled medical application.Emirates ID application. Applying Online Insurance Policy for Employees and Dependents. (Dar al Takaful and Orient.)Customer dealings through e-mail and other sources.* Preparing documents like Invoice, CV, letters, NOC, Termination letter, Salary certificate, etc.
* Doing all administrational works like helping in recruitment, recording bank payments, making bank accounts and transactions, clerical works, etc.

**marketing executive**for **Idea Cellular Ltd**, Kerala, India.Duration: from February 2014 to January 2015.* Organizing promotional activities and other events by the company for retailers.
* Served as customer service executive at the exclusive outlet of the company.
* Cash Collection from retailers, Stock Purchase, CAF Verification etc.
* Becoming a well versed ambassador of the brand, its products & features.
* Responsible to implementing software for tracking customer details, purchase orders and cash management.

**educational credentials****graduated degree:**Bachelor of Commerce at Mangalore University, India in 2014.**diploma completed:**Diploma in Practical Accounting (Manual) & Computerized Accounting.**PROFESSIONAL CERTIFICATE:**Professional Certificate in Arabic Typing.**PLUS TWO (12TH CLASS)**12th grade in Commerce, Higher Secondary Education Board, Kerala, India.**ADDITIONAL QUALIFICATION:**Accustomed with accounting packages **(Peach tree, Tally 7.2, Tally 9).**Accelerating Arabic Typing.Versatile in using different Operating Systems XP, Windows& Vista.Microsoft Office Applications such as Word, Excel, Power-Point. |