Muhamed.**361716@2freemail.com**

**Career Objective**

 To accept any position of which I’m qualified that provides challenges and opportunities for additional training and healthy learning.

**Summary**

* Profile: Male, Married
* DOB: 01/04/1984
* Nationality: Indian
* Current Location: Abu Dhabi, U A E
* Visa Status: Transferrable

**Work Experience**

Jan 2014 - Present **Masdar Institute** (outsourcing) *Abu Dhabi, U A E*

*Messenger - Finance*

 *Responsible for:*

* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
* Ensuring to keep clear and accurate records and reports.
* Maintain the files and control logs as required by the project.
* Ensuring sequential numbering system in each and every outgoing correspondence.
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Serves by backing-up receptionist; answering questions; forwarding messages.

**Education**

 2003 **P. U. C Board of Higher Secondary Examination,** India

**IT Skills**

 **Windows & Office Tools**

* MS Word, Excel: Advanced

**Languages**

* English: Fluent
* Hindi: Fluent