**Abdul**

[**Abdul.363159@2freemail.com**](mailto:Abdul.363159@2freemail.com)

**OBJECTIVES**

I Am Looking For A Suitable Job As a Typist Or Office Works Or in Sales Or Other Related Type Of Work. Give A Chance I Can Prove To Be An Asset To Your Organization. I Assure You That I Can Carry Out The Job To The Full Satisfaction Of My Superiors.

**Career Objectives:**

**Strengths:**

* A highly energetic, motivated, self-correspondent with the ability to adapt at the work place and existent work tools at the hand and keen interest towards business procedures.
* Quick learning Capability and well attitude.
* Excellent inter-personal skills, good communication skill and expert in building relationship.
* Possess Office Secretarial knowledge, Computer knowledge, good character and conduct with level of dependability and trust.
* Willingness to learn new Skills and belief in team work.
* Self-motivated and adaptable to be able to work with minimal supervision.
* Ready to work under any circumstances.
* Efficient maintaining customer relationship.

**EDUCATIONAL QUALIFICATION**

* M A in Arabic & Islamic education

(From DarulUloom NadwatulUlama Lucknow- India)

* Masters in Religious education in part of Fiqh

(From JamiaIslamia Bhatkal Karnataka – India)

* B A in Arabic & Islamic education

(From JamiaIslamia Bhatkal Karnataka – India)

* Diploma in Computer Application (AUTOCAD)

(From Cadd centre Banglore – India)

**ADDITIOINAL QUALIFICATION**

* Photoshop
* Advanced Excel Concepts
* Internet

**COMPUTER KNOWLEDGE**

**Operating System:**

Win98, win2000, win XP, win 7, win 8, and win 10

MS Office (MS Word, MS Excel, MS Power Point) and

Very good in Internet Application,

**EXPERIENCE SUMMARY:**

* **PC SOLUTION**

A Leading Service and Sales Center of Computer Accessories And Printers

**Designation**: Salesman cum Typist and handling the Ms Software’s

**Duration:** From March 2013 to April 2014

* **AL HIJAAZ** (Stationary And Printing Documents)

**Designation: Shop Incharge**

**Duration : August 2014 To October 2015**

* **Mohammed Damda (**Document Clearing)

**Designation:** Typist (Immigration, Labour, Emirates ID, medical, economic work)

**Duration:** September To February (2017)

**JOB RESPONSIBITY**

* Manage the day today activity of the shop and ensure that the organizational objectives are met
* Provide all required product and price information to the customer and effectively close the sale, request supervisor to take over in event of any difficulty.
* Ensure proper amount of payments are received from the customer and proper change/balance amounts are returned; ensure proper procedures are followed in case of credit card sales.
* Responsible for all incoming and outgoing documents filing.
* Keeping the customer repairs register up to date, and sending it to proper departments.
* Participate in all stock taking exercise

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REFERENCESAvailable on demand

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I Hereby Declared That The Above Mentioned Facts Are All True And Accurate To My Knowledge.

Thanking You,

Yours Faithfully