CURRICULUM VITAE

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**MUHAMED**

[**MUHAMED.366325@2freemail.com**](mailto:MUHAMED.366325@2freemail.com)

**Career Objective**

* To obtain a challenging and rewarding career that offers the opportunity to utilize my professional and interpersonal and skills and also add valued to the organization.

**Key Skills**

* Extensive knowledge in office Documentation works.
* Exceptional data management and information processing abilities
* Ability to perform quality work under time constraints

**Work Experience** **in UAE**

1. **Designation: PRO cum Typist**
   1. **Organization**: Abu Ayisha Typing Center (Abu Dhabi)   
      Duration: April 2009 – May 2013 (As a Typist only)
   2. **Organization**: Acme Technical Installation L.L.C   
      Duration: May 2013 – 2015 June (As a company typist cum PRO)
   3. **Organization** : Incol International LLC (Abu Dhabi)

Duration: June – Till Date (**As a PRO cum Man power Coordinator**) **at ADCO Rumaitha & Al Dabbiya site**

**Duties Performing**

* Labour & Immigration works (Abu Dhabi and Dubai)
* Good experience in Thasaheel System
* Good experience in Fawri (online visa processing of Abu Dhabi)
* Good experience in EDNRD (Online visa processing Dubai)
* Good experience in Emirates ID
* Godd Experience CNIA pass (New , Renew, Add Location and Vehicle Pass )
* Good document controlling
* Good knowledge about UAE labour laws (Mission visa, Group Visa, Electronic Visa, Etc…….
* Good communication with customers
* General Office Correspondence & Administration
* Safe keeping of confidential documents, other office files, correspondence, reports available for reference

**Technical Skills**

* **English and Arabic typing ability** (Lower and Higher)
* Competent in working with MS office 2003, 2007 & 2010 applications.
* Competent in Adobe & Nitro PDF application.
* Competent in Installing Computer Hardware, Operating System & Other Applications.

**Educational Qualifications**

* S.S.L.C. (Secondary School Examination , KERALA )
* BA Completed (Bachelor of Administration , Calicut university)

I hereby confirm that all the information’s mentioned above are true & best of my knowledge.