

**SHAHEER**

**E-mail:**  shaheer-397471@gulfjobseeker.com



**Career Objective**

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work in challenging and creative environment.



**Profile**

**Knowledge**

* Office administration principles, including record keeping and filing system
* Data entry (English, Arabic) Skills with 40-50 Words/Minute
* Knowledge in all Windows operating systems (WindowsXP, Windows7, Windows8, Windows8.1).
* Knowledge in Windows office automation tools like Word, Excel, Power point etc.
* Knowledge in programming language like, Visual Basic, C++



**Professional Experience**

Designation:

Typist General

**Duties and Responsibilities**

* 1. Knowledge and typing of all online visa applications of Immigration and concern departments
1. Preparation and typing of all Visa Applications related to Dubai Immigration like family visas and partner visas or others
2. Emirates id and Medical typing
3. Health Insurance typing
4. Assisting in PRO jobs and activities.
5. Handling the Customers and guide them as per thieir demand
6. Verifying and correcting the applications before processing.



8. Typing in English and Arabic language

**Academic Details**



* + 2013-2015: Bachelor Of Business Administration Degree (BBA-CA) – 61% A J K College of Arts and Science Coimbatore From Bharathiyar University,
* 2011-2013: HSC – 66% Anangannadi Higher Secondary School, Kerala
* 2009-2010: SSLC – 62% (Grading System), Anangannadi Higher Secondary School, Kerala.

**TechnicalQualifications**

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| --- | --- | --- |
|  | Operating Systems | : Windows XP ,Windows 7,Windows 8 |
|  | Data Entry | : English,Arabic |
|  | Software | : MS Office(Word, PowerPoint,Excel,Access),Teamviewer |



**Personal Skills**

* Strong client facing skill
* Work confidently within a group
* Confident and Punctual
* Ability to learn new technologies



**Roles&Responsibilities**

* Providing IT support to computer users within the office
* Maintain detailed and accurate records



**Strengths**

 Hard working.

 Loyal.

 Confident.

 Free and Frank.



**Personal Details**

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| --- | --- |
| Date of Birth | 13/02/1995 |
|  |  |
| Gender | Male |
|  |  |
| Marital Status | Single |
|  |  |
| Nationality | Indian |
|  |  |
| Mother Tongue | Malayalam |
|  |  |
| Language Known | English, Malayalam, Tamil, and Hindi |
|  |  |
|  |  |
| Passport Details |  |
|  |  |
| Date of issue | 01/10/2015 |
|  |  |
| Date of expire | 30/09/2025 |
|  |  |



**Declaration**

I do hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief.

**Place :** **Shaheer**

**Date :**