



CURRICULAMVITAE

MUHAMEDAJMAL

Objective:

To obtain a role in which my experience, knowledge and creativity can be utilize and nurture.

CONTACTDETAILS:



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ajmalmohamed620@gmail.com



Deira, Dubai

PERSONALINFORMATION

Date of Birth : 27/08/1999
Nationality : Indian
Civil Status : Single
Language Known : English & Tamil
Passport No : V1433255

SKILLS

- MS Word
- MS Excel
- MS Power Point
- Operating System Windows XP
- Windows7

EDUCATION ATTACHMENT

- ❖ MBA 2021-2023
- ❖ BCA 2018-2021
- ❖ HSC 2017

PERSONAL ABILITIES

- ✓ Quick Learner
- ✓ Positive Attitude
- ✓ Self-Confidence and Time Management

WORKEXPERIENCE

DATA ENTRY

Rahamath Browsing Centre, Chidambaram, India

Period: June 2017 - May 2018

Duties & Responsibilities:

- ✚ Enter data into databases accurately and efficiently
- ✚ Verify accuracy of data entered into databases
- ✚ Create and maintain data entry forms
- ✚ Update existing records with new data
- ✚ Retrieve data from various sources and enter into databases
- ✚ Generate reports from databases
- ✚ Troubleshoot and resolve data entry errors
- ✚ Maintain confidentiality of sensitive data
- ✚ Follow data entry procedures and standards
- ✚ Assist in developing and implementing data entry processes and procedures

OFFICE ADMINISTRATION

Salma Mobiles and Service, Chidambaram, India

Period: June 2023 - Dec2023

Duties & Responsibilities:

- ✚ Maintain office supplies and equipment, including ordering and stocking
- ✚ Great and direct visitors
- ✚ Answer and direct incoming phone calls
- ✚ Manage incoming and outgoing mail
- ✚ Prepare and submit expense reports
- ✚ Schedule and coordinate meetings and appointments
- ✚ Create and maintain filing systems
- ✚ Prepare documents and presentations
- ✚ Monitor and order office supplies

Declaration

I hereby certify that the above-mentioned statement is correct & true to the best of my knowledge & belief

MUHAMED AJMAL