



MOHAMMED AMMAR

Office Support Staff.

About Me

Dedicated and efficient Office Support Staff with a strong background in assisting day-to-day administrative operations and maintaining a well-organized workplace. Experienced in handling routine tasks such as document filing, mail distribution, office maintenance, and staff support. Recognized for being dependable, punctual, and a team player with a positive attitude. Committed to ensuring smooth office functions and supporting overall productivity.



0558314435



rihanaammar0@gmail.com



Al Satwa, DUBAI, UAE

Language

- English
- Tamil
- Sinhala
- Divehi (Maldivian Language)

Expertise

- Basic computer proficiency (MS Office: Word, Excel, Outlook)
- Filing and recordkeeping.
- Photocopying, scanning, and printing.
- Managing office supplies and inventory.
- Handling mail and deliveries. Data

Experience

AUH1 Amazon

Abu Dhabi - UAE

2023 - 2025

Order Picking & Packing.

- Accurately pick customer orders using handheld scanners or picking carts.
- Scan and verify product barcodes to ensure correct item selection.

Sorting & Staging.

- Sort picked items by destination or delivery route
- Stage orders for delivery and organize them in the correct location
- Handle fragile or high-value items with care

Ensis Fisheries

Hulhumale Maldives.

Logistics Assistant.

2020- 2022

- Coordinated the transportation and delivery of fresh and frozen fish products to local and international markets, ensuring timely and efficient dispatch.
- Assisted in monitoring cold chain logistics to maintain product quality and regulatory compliance.
- Prepared shipping documents, invoices, and customs declarations in accordance with industry and export regulations.

Education

Kandy University

Sri Lanka.

Logistics.

2018-2019.