



# SYED MUSHRAF. A

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## PROFILE

- Detail-oriented and versatile professional with a strong background in administrative support, typing, and accounting functions, combined with academic expertise in Human Resource Management (MBA – HR). Proven ability to manage office operations, handle confidential documentation, and support finance and HR departments efficiently. Known for excellent organizational skills, accuracy, and commitment to meeting deadlines in fast-paced environments.

## CAREER FOCUS

- Motivated and detail-oriented professional with 3 years of experience in supermarket operations, billing, advertisement editing. Admin, data Entry and accountant. Seeking a suitable position in the UAE in administration, typing (English/Tamil/Arabic), or customer service, where I can contribute my skills and grow professionally.

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. I seek challenging opportunities where I can fully use my skills for the success of the organization.

## KEY SKILLS

- Billing & POS system operation
- Sigma and Shopkeeper softwares
- MS Office
- Multilingual typing (Arabic, English, Tamil)
- Editing skills (company's advertisement posts and videos)
- Able to communicate in English & Arabic
- Technical skills (computer Applications)
- Teamwork and time management
- Documentation

## EDUCATION

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|--|------|
| • <b>Bharathidhasan University</b><br>MBA (Human Resource) | 2024 |
| • <b>Bharathidhasan University</b><br>B.com                | 2022 |
| • <b>Athayi Arabic College</b><br>Aalim (Arabic Course)    | 2022 |
| • <b>Trees Academy, Cumbum, TN</b><br>Tally ERP 9          | 2022 |

## LANGUAGES

- English - Read, Write & Speak
- Arabic - Read & Write with Typing knowledge and Able to speak
- Tamil - Native

## EXPERIENCE

- **Almass SuperMarket - India** June 2022 - June 2024  
Billing, Packing, Editor
  - Handled packing of goods with attention to speed and care, enhancing customer satisfaction
  - Operated billing systems (POS) efficiently, ensuring fast and accurate customer checkouts
  - Assisted in creating and editing in-store promotional posters and Videos using Advanced graphic tools
  - Supported daily store operations including inventory arrangement and store cleanliness
  - Provided excellent customer service and maintained a friendly, helpful attitude
  - Adapted to flexible work duties and collaborated with team members to meet store goals
- **Noothanam SuperMarket - India** Aug 2024 - March 2025  
Billing, Admin, Accountant  
I worked on Sigma and shopkeeper software. and I worked on Admin, maintenance, billing, purchase entry, sales Entry, company's full Data Entry, GST calculations, uploading bills, and shop accounts in this software.

## POSITIVE ASPECTS

- Positive minded, Punctual & Hard worker.
- Self - Motivated, and challenge oriented.
- Enjoy working under pressure with focused activity, both in team and independently
- Good at creation, scheduling and presentation of reports.
- Good communication and Co - Ordination skills
- Team player

## PERSONAL DETAILS

- Date of Birth : 10/06/2002
- Marital Status : Single
- Nationality : Indian
- Passport : Y7268432 (Aug 2033)
- Gender : Male