



HANI HUSSAIN RAJPER

ABOUT ME

Seeking growth in career, look career grow thing forward to a dynamic organization where I can leverage my strength to contribute significantly to the organization and further my professional and personal development.

EXPERIENCE

2020-STILL

NEWTOWN PRINTING HOUSE (Computer Operator/ Data Entry Clerk)

- Making Entries of incoming/outgoing Goods.
- Prepare Invoices/Sales Receipts.
- Sort Files of Daily work.
- Scanning/Printing Documents.

2018-2019

KABABJEES (as a Cashier)

- Managing Transaction with Customers.
- Calculating and returning Change for cash Transaction.
- Ensure Pricing is Correct.
- POS software handling.

2016-2017

THE SMART SCHOOL (Front Desk Officer)

- Maintain Complaint Register.
- Maintain daily Expense Register.
- Maintain Store Records daily.
- Prepare/Print Vouchers.

2013-2015

Momin Printing House (Computer Operator/ Data Entry Clerk)

- Maintain Stock ledger.
- Maintain Printing orders.
- Prepare Invoice.
- Maintain Store data daily.
- Responsible for printing orders.

2010-2012

DIGITAL DOCUMENT CENTER (Computer Operator/ Data Entry Clerk)

- Maintain Stock ledger.
- Maintain Printing orders.
- Prepare Invoice.
- Maintain Store data on daily basis.
- Responsible for printing orders.

EDUCATION

BA

INTERMEDIATE (Higher Secondary Certificate)

MATRICULATION (Progressive Children Academy)

(Process)

2015

2013

CONTACT:

+971 50 126 7796

Email:

moon.hussain123@gmail.com

ADDRESS:

UNITED ARAB EMIRATES
(DUBAI)

ABOUT ME:

- Date of Birth: 1995-05-11
- Age: 27

SKILLS:

- Data Entry
- Computer Literacy
- Ms. Office
- MS. Word
- Ms. Excell
- Problem Solving

CERTIFICATION

- CIT
- Graphic Designing