



# MUHAMMAD IRFAN K S



## ABOUT ME

Dedicated Office Assistant with over Eight successful years of clerical experience in busy office environments achieving superior levels of administrative effectiveness. Excels in telephone support and greeting arriving visitors. Strong knowledge of Tally Erp9 and history achieving high data output.

### EXPERTISE

- Filing and data archiving  
★★★★
- Language  
★★★
- Staff Management  
★★★★
- Strategic planning  
★★★★

### PERSONAL INFORMATION

DOB : 25th February 1996

Nationality: India

Visa : Visiting visa

### WORK EXPERIENCE

**Office Assistant, KANNUR, KERALA, INDIA**

WOOD BOARD | 2014-2023

- Managed data and correspondence to secure information across complex landscapes of organizational departments.
- Provided clerical support, addressing routine and special requirements.
- Prepared mail and packages for shipment, pickup and courier services to expedite delivery.
- Carried out administrative tasks by communicating with clients, distributing mail and scanning documents
- Developed loyal and highly satisfied customer base through proactive

Gender : Male

Marital Status : Married

CONTACT



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DUBAI



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management of team customer  
service strategies.

EDUCATION

High school - 2010 - 2011

KPRGS GHSS - Kaliasseri

Higher secondary - 2011 - 2013

KPRGS GVHSS - Kaliasseri  
MRRTV (ELECTRONICS)