



# MUBEEN VA

ARABIC TYPIST | DATA ENTRY | SALESMAN

+97154 738 3989

mubeenva3679@gmail.com

Dubai, UAE

## PERSONAL DETAILS

Date of Birth : 16-03-2001

Nationality : Indian

Marital Status : Single

Visa Status : Visit Visa

Expiry Date : 12-02-2024

Availability : Immidiately

## EDUCATION

### DIPLOMA IN MS OFFICE TOOLS

G-TEC COMPUTER EDUCATION

2021 - 2022

### ARABIC & ENGLISH TYPIST

MASTER COMPUTER EDUCATION

2022-2023

### BACHELOR OF BUSINESS ADMIN

AMSTECK COLLEGE

PURSUING

## SKILLS

- Data Entry
- Advanced MS Excel & Word
- Arabic & English Typing
- Network Operation

## LANGUAGES

- ENGLISH
- ARABIC
- HINDI

## ABOUT ME

To secure a position as a Typist and Data Entry Specialist where I can utilize my exceptional typing speed, accuracy, and organizational skills to contribute to efficient and reliable documentation and data management processes while enhancing company operations and achieving professional growth.

## WORK EXPERIENCE

### **Data Entry and Billing**

**2023-2024**

**A2Z Supermarket (KERALA, INDIA)**

- Enter product details, prices, and vendor information into the system.
- Update and maintain accurate inventory records.
- Ensure data integrity and correct pricing information.
- Generate daily, weekly, and monthly inventory and sales reports.
- Ensure the supermarket's database is regularly updated and backed up.
- Coordinate with the purchasing team for incoming stock details.
- Work with the accounting department to ensure accurate data flow

### **English & Arabic Typist**

**2022-2023**

**Master Computers (KERALA, INDIA)**

- Accurately type and format letters, reports, memos, and other documents from handwritten, recorded, or electronic sources.
- Input, update, and maintain data in databases or spreadsheets.
- Review and edit transcriptions for clarity and correctness.
- Check documents for grammar, spelling, punctuation, and formatting errors.

### **Salesman Cum Data Entry**

**2020-2021**

**Narayani Medicals (KERALA, INDIA)**

- Handle billing, cash, and card transactions at the counter.
- Accurately input prescription details into the pharmacy management system.
- Enter inventory details, including new stock and sales, into the database.
- Maintain proper documentation for regulatory compliance.

## DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.