MOHAMMAD YOUSUF ALI

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PERSONAL DETAILS

Nationality: Indian

Marital Status: single

Date of birth: 10-11-2000

Visa Status: Employment

PROFESSIONAL SKILLS

- MICROSOFT OFFICE
- KOFAX SCANNING
- RECORDS MANAGEMENT
- DATA ENTRY OPERATOR
- DOCUMENTS CONTROLLER
- FINANCE DEPARTMENT

EDUCATION

- SSC FROM NEWTON HIGH SCHOOL INDIA
- INTERMEDIATE FROM SRI AKSHARA JUNIOR COLLEGE INDIA.

LANGUAGES

- **English**
- **Hindi**
- **Telugu**

OBJECTIVE

I am looking for a challenging position within a progressive organization I am organized and energetic individual who takes pride in a job well done. I have good communication skills and solid work ethics coupled with my ability to work well under pressure and deadlines, learnt to work productively and positively as part of a team, very adaptive and proactive approach when learning about new products, I feel I would a great acquisition for any company looking to take me on.

CAREER SUMMERY

WORK EXPERIENCE

Back Office FZ-LLC ,Dubai

Warehouse Assistant/Data Entry Operator

December 2021 – Present

Responsibilities

Projects: (Emirates Islamic Bank, Noor Bank, Ajman Bank, Deloitte and Touche, Dubai Islamic Bank, Aman Insurance, United Bank Limited, Med Clinic, BDP GLOBAL PROJECT LOGISTICS L.L.C, Gulf Gas, RMAL Hospitality and Info Fort.)

- Knowledge of Banking, Insurance, Construction, Hospitals and Education Documents.
- Received all documents, give them priority and assign task to workers accordingly.
- Ensure that all the received documents have been entered in database Management.
- Create and manage document hierarchy and process systems
- Provide facilities to management to achieve the deadlines and share all reports with them.
- Upload and distribute documents to relevant parties in accordance with the document
- Overseeing the management of electronic or paper-based information
- Maintain the standard and ensure that SOP's are properly followed.
- Maintain the files and make the DMS updated once necessary action taken.
- Prepares source data for computer entry by compiling and sorting information.
- Establishing entry priorities.
- Reviewing data for deficiencies; resolving discrepancies by using standard procedures
- Returning incomplete documents to the head of the department for resolution.

- ➢ Maintains data entry requirements by following data program techniques and procedures.
- ➢ Verifies entered data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete.
- ➢ Purging files to eliminate duplication of data.
- ➢ Secures information by completing data base backups.
- ➢ Maintains operations by following policies and procedures; reporting needed changes.
- ➢ Contributes to team effort by accomplishing related results as needed.
- ➢ Other duty assigned by the head of the department as required.
- ➢ Maintain proper inventory of pharmacy by ordering and reordering.

COMPUTER KNOWLEDGE

- MS Office.

- Window Installation and well knowledge about Internet.