



# Mohammed shamas

Persuing a challenging career by utilizing my professional skills and know how to impact with your esteemed organization to achieve optimum benefit to both.i have extensive knowledge in document management standards,controls and procedure.In addition to this i have experience in industry best practices of various electronic document management system and data entry operations and extensive knowledge in information technology.

## Contact

### Phone

0504245108

### Email

Shammasind@gmail.com

### Address

Al nahda,dubai,UAE

## Education

2021

**Bachelor of commerce**

Kannur university,kerala

2018

**Secondary education**

iemhss pallikkara

## Expertise

- Ms word
- Ms excel
- Tally
- Arabic data entry
- English data entry

## Language

English

Hindi

Malayalam

Tamil

## Skills

- Communication skills
- Project management
- Time management
- Leadership
- Creativity
- Problem solving

## Experience

- 2021 - 2022(Document controller,data entry operator)

Smartwise tech pvt ltd Calicut,kerala,india

### Functions & responsibility

- File documents in physical and digital records
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Entering customer and account data from source documents within time limits
- E-document managing system
- Copy,scan and store documents
- Reviewing data for deficiencies or errors correcting any incompatibilities and checking output
- Providing a documentation support to team members
- Engineering drawings&correspondence management electronically and manually
- Maintaining electronic filing system

## Declaration

I hereby declare that all the above is correct to the best of my knowledge and belief

**Mohammed shamas**