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36, Mussafah, I-CAD, lulu
accommodation, Abu
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09/04/1985



Indian

EDUCATION

B.Com: Commerce
Bundelkhand university
, Bundelkhand university
, India, January 2010

Diploma: Computer
Software and Accounting
**Modern computer
Institute** , Indore , India,
January 2008

LANGUAGES

MUFAZZAL PAINTER

PROFESSIONAL SUMMARY

Objective To work with an organization where I can prove my abilities. My aim is to grow with the company and contribute to fullest on my part in the achievement of organization goals. Independent professional with strong computer literacy and fast typing skills. Proficient in transcribing source data and preserving information. Seeking to achieve sustainability and growth in workforce. Logical data entry operator with extensive experience in MS Office and data management. Organised, focused and proficient knowledge with grammar and punctuation. Exceeded expectations in generating reports and backing up information.

SKILLS

- Skills Known
- A. Managing & Implementation of
- Active Directory Services.
- B. Knowledge of computer programmes and accounting.
- C. Must know internet surfing.
- D. Backup & Restoration of Active Directory.
- E. Knowledge of MS Office, Windows basics, Data Ware
- Housing.
- Strengths: Leadership Skill, Can work effectively in teams as well as
- Individually, Proactive Mindset
- Uniquely Me: Strong determination, self-confidence
- Record-keeping and bookkeeping
- Data entry
- Document retrieval
- Professional and mature
- Inventory control
- Microsoft Office
- Inventory systems
- External communications
- Database organisation
- Business writing
- Invoicing and billing
- Data organisation
- Advanced MS Office Suite knowledge

English	C1
Advanced	
Hindi	C1
Advanced	
Arabic	B2
Upper intermediate	

and sound character

- Are my guidelines to attain my goals.
- Accounting support
- File and data retrieval systems

WORK HISTORY

September 2013 - Current

Al tayeb distribution llc. - Data Entry Operator, Abudhabi , United arab Emirates

- Invoicing staff in Account Sec.
- Compiled and analysed data using Microsoft Excel and Access.
- Verified documents and associated records to catch and resolve discrepancies.
- Maintained office files in both electronic and hard copies.
- Added new data and notes to project and resource tracking spreadsheets.
- Welcomed guests and clients in upbeat and friendly manner.
- Managed incoming and outgoing calls for busy office.
- Responded to telephone enquiries from clients, vendors and members of public.
- Managed customer orders and invoices to reduce financial discrepancies.
- Developed and implemented record management procedures.
- Generated shipment invoices, prepared packages and set up deliveries for customers.
- Routed agreements, contracts and invoices through signature process.
- Received and screened high-volume internal and external communications, including calls, email and mail.