



RAFIQ MOHAMMAD

(MBA-Human Resources), Clerical Assistant

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- 📍 Red Building, Deira, Dubai, UAE
- 📅 06/10/1986
- 🇮🇳 India
- 👤 Married
- ♂ Male

Career Summary

Dedicated and detail-oriented professional with extensive experience in clerical, data entry, and administrative roles. Proven ability to efficiently manage and organize information, support office operations, and ensure data accuracy. Seeking to leverage my strong organizational skills and proactive approach to contribute effectively in company's growth.

Professional Experience

Business Owner, RS Enterprises

09/2018 – 2024
Hamirpur, India

- As the Founder and CEO of RS Enterprises, I established and led a dynamic organization dedicated to providing essential government services, online applications, and Lok Mitra Kendra solutions. My role encompassed the strategic planning, development, and execution of services designed to streamline government processes and enhance public accessibility.

Administrative Clerk, Nalanda College of Education

07/2012 – 09/2018
Hamirpur, India

- Maintaining and updating office records and files, ensuring accuracy and confidentiality.
- Preparing and distributing correspondence, reports, and other documents as needed.
- Assisting in scheduling and coordinating meetings, appointments, and travel arrangements.
- Reviewing and verifying data for errors and inconsistencies.
- Responding to phone calls, emails, and other communications in a professional manner.
- Assisting with basic bookkeeping and financial tasks, such as invoicing and expense tracking.

Education

MBA, Anna Malai University

2008 – 2010
Chennai, India

- Completed a Master of Business Administration (MBA) with a specialization in Human Resources, gaining advanced knowledge and skills essential for effective HR management and organizational development. The program provided a comprehensive understanding of HR strategies, employee relations, talent management, and organizational behavior.

B.SC, HP University

2004 – 2007
Shimla, India

- Completed a Bachelor of Science (B.Sc.) with a major in Chemistry and Botany, providing a robust foundation in both chemical and botanical sciences. The program equipped me with essential scientific knowledge and practical skills in analyzing chemical compounds and studying plant life.

Skills

KYC Analysis
MS Office
Team Work
Oral Communication

Cost Analysis
Attention to Detail
Phone Etiquette
Computer Literacy

Languages

English
Punjabi



Hindi



Guidelines

Interpersonal Skills

Good Product knowledge

Competent Customer Service

Microsoft Office Package - Microsoft Word, Excel and Access

Customer applications

Declaration

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.