**RESUME**

**+91-9962933096**

**+91-8072649970**

**mohdrafi2222@gmail.com**

**MOHAMED RAFI. I**

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| **OBJECTIVE** |

To secure a position within an organization with unlimited growth potential that would utilize my background and experiences to perform and to grow ahead.

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| **EDUCATION**  |

H.SC (+2) – JAMALIA HIGHER SECONDARY SCHOOL

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| **SOFTWARE SKILLS** |

**ADCA –ADDITIONAL DIPLOMA IN COMPUTER APPLICATIONS**

* Office Suite : Microsoft Office (Word/Excel/PowerPoint)
* Operating Systems : Windows 98 (SE)/ XP, Windows 2000 & 2003 Server

**PRESENT EMPLOYER**

 **DAIRY** **FARMS**

Working as a Marketing executive comes Office Boy from March 2019 to present

PREVIOUS EMPLOYER

**DIRECT** **DIALOGUE** **INDIA** **INITIATIVES** **PVT** **LTD**(**GREENPEACE**)

WORKED AS A OFFICE ASSISTANT COME DATA ENTRY OPERATOR FROM AUGUST 2012 January 2019

 PREVIOUS EMPLOYER

**BETA INDUSTRIAL L L C IN DUBAI**

As a HELPER FROM NOVEMBER 2007 TO FEBRUARY 2009

**UNIPRO INFOSYSTEMS PRIVATE LIMITED**

Worked in **UNIPRO** INFOSYSTEMS as a OFFICE BOY FROM NOVEMBER 2009 TO JULY 2012..

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| **PERSONAL STRENGTHS** |

* Good communication skill
* Quick adaptability to new technologies
* Systematic in work
* Goal Oriented
* Dynamic & Hardworking
* Good in Team Work
* Good in Inter personal relationship and communications

**HOBBIES**

 Playing Cricket

 Listening Music

PASSPORT DETAILS:

* Passport number : N6150957
* Date of issue :27-1-2016
* Date of Expiry : 26-01-2026

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| **LANGUAGES KNOWN** |

* ENGLISH (READ,WRITE,SPEAK)
* TAMIL (READ,WRITE,SPEAK)
* HINDI (SPEAK)
* URDU (READ,SPEAK)

SKILL SETS

Maintaining office files..

Data entry work spped up to 50 to 60 wpm..

Schedule and coordinate meeting..

Banking works..

Typed Documents in excel sheet..

Maintaining office stataionery supplies..

Bringing lunch, tea and coffee.

Preparing Tea and Coffee to staffs..

Cleanliness office..

Responsible to handle telephone calls..

Handle all responsibilities related to the job..

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| **PERSONAL DETAILS** |

**Name** : MOHAMED RAFI. I

**Date of Birth** : 12.12.1982

**Father’s Name** : INAYATHULLAH

**Nationality** : Indian

**Gender** : MALE

**Status :** Married

**Religion** : Muslim

**Personal Traits** : Hard Working, Punctuality, Patience, Help to poor peoples.

**Permanent Address** : **26/1/44, Teeds Garden 3rd  street, Agaram, Chennai- 600 011**

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| **DECLARATION** |

 I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

 ( **MOHAMED RAFI)**