

Curriculum Vitae

ALJUFaine

Mobile : 00971-526246619

Email : aljufain456@gmail.com

Dubai, United Arab Emirates



Career Objective

To achieve a career in professionally managed company with opportunities for innovation and creativity and to work in an environment where competence and performance are valued, creativity and innovation are encouraged, to contribute to the overall organization's goals and objectives and thereby develop my personal abilities.

Data Entry

Results oriented and highly organized professional seeking to leverage administrative strengths, typing speed (60 WPM), and passion for office administration towards a dynamic position in data entry. 4 years of experience in managing a variety of clerical and communication in corporate and nonprofit sectors. Key skill areas include:

- Office Administration
- Word Processing
- Data Organization
- Information Filling
- U.A.E Online Visa Applications
- Arabic & English Typing
- Dubai Immigration, Labour & Other Dept. Forms Filling
- Provide legal advice to the customers

Career History

General Typist (Marzooq Alsuwaidi Typing Services, Dubai, U.A.E)

Marzooq Alsuwaidi is one of the well known and highly professional establishment in Dubai for documentation and have more than 25years of experience in this field.

- Prepare Immigration (E VISION, EDNRD or GDRFA), Labour, Municipality, Ejari, Emirates ID, Medical and Other Dept. Forms.
- Ensure all Immigration and Labour application information and documents are rechecked Prior to submission.
- Provide legal advice to the customers.
- Communication of messages, receiving phone calls, transferring calls, using judgment calls regarding nature of business and urgency of situation.
- Extensive Knowledge of using office equipments like scanner, fax and photocopy machines etc.

Skills and abilities

- Can type English, Arabic and Malayalam with maximum speed and accuracy
- Fast learner, willing to shoulder challenges and responsibilities
- Maintained a high quality of Customer service at all times
- Self motivated to learn new technologies and work hard
- Ability to manage and work effectively
- Good in team work

Academics

- **Bachelor of Commerce - Calicut University Kerala, India(2014)**
- **Higher Secondary School (Nusrathul Islam Vocational Higher Secondary School)**

Computer literacy

- **Diploma in Computer Application**
MS Word, MS Excel, MS Power Point, Adobe Photoshop and Internet

Personal Details

I have 4 years of experience in U.A.E government relations work.

Profile	: Male, 23, Single
Nationality	: Indian
Passport Details	: L5428120
Languages known	: English, Hindi, Arabic & Malayalam

Declaration:

I hereby solemnly declare that the facts and figures furnished above are true to the best of my knowledge

Sincerely,

Aljufaine