



MOHAMED RAFAEK MOHAMED AFZAL

DATA ENTRY CUM ADMIN

EMAIL-ID: AFZALM419@GMAIL.COM

MOB : +974 70868464

AREAS OF EXPERTISE

- Data Entry and Order Processing
- Word Processing (60 WPM)
- Spreadsheet and Database Programs
- Invoicing and Inventory Systems
- CRM Platforms
- Administrative Support
- Purchasing, Shipping and Receiving Operations
- Account Records Management
- Document Storage and Cloud-Based Systems
- Accounts Payable (A/P) and Receivable (A/R)

CONTACT DETAILS

MOB : +974 70868464

Email: afzalm419@gmail.com

Address: Dubai

PERSONAL SUMMARY

Having an in depth knowledge of data entry with good experience in work as data entry supervisor in reputed organization. Searching a job opportunity as data entry General supervisor in department that allowing me to use my skills and experience to contribute in organizational development.

CAREER PROGRESSION

DATA ENTRY CUM ADMIN

HOLOTEQ GROUP

MAY-2017 to PRESENT

- Handling inquiries from prospective customers.
- Providing customer with additional information or explaining services.
- Discussing the products offered (Driving App and Tab system) and ensures customer satisfaction.
- Handle and resolve customer complaints.
- Communicating with existing clients regarding new product and services.
- Analyzing competitor's data by collecting details such as number of registration, pricing, services, results etc...
- Arranging meeting with potential company responsible and demonstrating products and service.

SEWER

Uno Chicogo Grill Jeddah, K.S.A.

MAY-2015 to MAY-2017

WAITER

National Catering Company LLC Abu Dhabi

MAY-2012 to APR-2015

OFFICE BOY

Department Of Transport, Abu Dhabi

AUG-2011 to MAY-2012

PROFESSIONAL SKILLS

- Good typing skills
- Ability to read, comprehend and follow instructions
- Ability to translate critical information for inputting into database software
- Understanding of transcribing procedures
- Analyzing information
- Information sorting
- Confidentiality
- Source data preparation
- Elimination of duplicated information
- Effective problem solving and documentation skills
- Qatar Driving License Yes
- Numeracy skills
- Self-motivation

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HOUSE KEEPER

All Liwan SuitesQatar

JUN-2008 to APR-2011

STEWARD

Tree of Life Resort Kandy

JAN-2005 to MAY-2008

ACADEMIC BACKGROUND

G.C.E. O/L EXAMINATION

FROM Gampola Zahira College, Sri Lanka

DIPLOMA IN HARDWARE AND ADVANCED NETWORKING

E-WIN NETWORKS

SEPT-2009

EXTRA ACTIVATES

ESSENTIAL FOOD SAFETY TRAINING

FROM SYSCOM COLLEGE, ABU DHABI

PERSONAL PROFILE

Date of Birth	: 04-03-1987
Gender	: Male
Marital Status	: Married
Languages Known	: English
	Arabic
	Hindi
	Tamil
Nationality	: Sri Lanka
Visa status	: Transferable Visa

DECLARATION

I do hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

Place:

Date:

MOHAMED RAFEEL MOHAMED AFZAL