



# MOHAMED RAFEEK MOHAMED AFZAL

## DATA ENTRY CUM ADMIN

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### CONTACT

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- ☎ +974 70868464
- ✉ afzalm419@gmail.com
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### ACADEMIC BACKGROUND

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G.C.E. O/L EXAMINATION  
GAMPOLA ZAHIRA COLLEGE,  
SRI LANKA

SEP. 2009  
E-WIN NETWORKS

- DIPLOMA IN HARDWARE  
AND ADVANCED  
NETWORKING

### PROFESSIONAL SKILLS

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- 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

### PROFILE

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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.

### WORK EXPERIENCE

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- HOLOTEQ GROUP  
**Data Entry Cum Admin** MAY 2017 - 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 dat by collecting details such as number of registration, pricing, services.
  - Results etc.
  - Arranging meeting with potential company responsible and demonstrating products and service.
- Uno Chicogo Grill - Jeddah  
**Cashier** MAY 2015 - MAY 2017
- National Catering Company LLC - Abu Dhabi  
**Store Keeper** MAY 2012 - APR 2015
- Department of Transport - Abu Dhabi  
**Administration** AUG 2011 - MAY 2012
- All Liwan Suites - Qatar  
**House Keeper** JUN 2008 - APR 2011
- Tree of Life Resort - Kandy - Sri Lanka  
**Steward** JAN 2005 - MAY 2008

## PROFESSIONAL SKILLS

- Effective problem solving and documentation skills
- Qatar Driving License - Yes
- Numeracy Skills
- Self - motivation

## LANGUAGES

- English
- Arabic
- Hindi
- Tamil

## EXTRA ACTIVITIES

### ESSENTIAL FOOD SAFETY TRAINING

From - SYSCOM COLLEGE - ABU DHABI

## Areas of Expertise

- Data Entry and Order Processing
- Word Processing (60 WPM)
- Spreadsheet and Database Program
- Invoicing and Inventory System
- 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)

## Personal Profile

- Date of Birth : 04 - 03 - 1987
  - Gender : Male
  - Marital Status : Married
  - Nationality : Sri Lankan
  - Visa Status : Transferable Visa
- Valid Qatar Driving License

## DECLARATION

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

Mohamed Rafeek Mohamed Afzal

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Qatar