



MOHAMED RAFEEK

MOHAMED AFZAL

DATA ENTRY CUM ADMIN

CONTACT

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✉ **afzalm419@gmail.com**

📍 **Qatar**

ACADEMIC BACKGROUND

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

SEP. 2009
E-WIN NETWORKS

- DIPLOMA IN HARDWARE
AND ADVANCED
NETWORKING

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

PROFILE

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

- **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 data 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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