



MOHAMED RAFAEEK MOHAMED AFZAL

DATA ENTRY CUM ADMIN

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Qatar

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Contact

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Qatar

ACADEMIC BACKGROUND

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

Certifications

- 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.

About me

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.

Experience

HOLOTEQ GROUP

MAY 2017 - PRESENT

Data Entry Cum Admin

- 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.

MAY 2015 - MAY 2017

Uno Chicogo Grill - Jeddah
Cashier

MAY 2012 - APR 2015

National Catering Company LLC - Abu Dhabi
office boy

AUG 2011 - MAY 2012

Department of Transport- Abu Dhabi
Administration

JUN 2008 - APR 2011

All Liwan Suites - Qatar
Driving

JAN 2005 - MAY 2008

Tree of Life Resort - Kandy - Sri Lanka
Office Boy

- **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 : Qatar ID With NOC
(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

Skills

Effective problem solving and documentation skills

Qatar Driving License - Yes

Numeracy Skills

Self - Motivation

Language

English

Arabic

Hindi

Tamil