**CURRICULUM VITAE**

**MOHAMED RAFEEK. A. A** 

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**Visa Status:** EMPLOYMENT

**CAREER OBJECTIVE:**

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

**WORK EXPERIENCE:**

* Worked as **Receptionist cum admin at The Flagship One Dubai ,UAE** from November 2019 to i am still have working
* Worked as **Sales cum storekeeper at Galaxy Pharmacy, India** fromAugust 2018 to October 2019.
* Worked as **Billing & Receptionist at Universal Hospital, Abu Dhabi UAE** from April 2018 to June 2018
* Worked as **IT Support at KCC Computer Institution, India** from Oct 2015 to January 2018

**JOB RESPONSIBILITIES IN IT SUPPORT:**

* Installing and configuring computer hardware, software, systems, networks, printers and scanners
* Monitoring and maintaining computer systems and networks
* Responding in a timely manner to service issues and requests
* Providing technical support across the company (this may be in person or over the phone)
* Setting up accounts for new users & Repairing and replacing equipment as necessary

**JOB RESPONSIBILITIES IN STOREKEEPER & OFFICE ASSISTANT:**

* Counted and sorted all incoming goods.
* Performed general office and administrative responsibilities.
* Maintain an effective working relationship with all staff.
* Performed interoffice mail activity and special courier requests.
* Delivered mail to the post office.
* Performed mail and parcel shipping activities.
* Operated and maintained the postage meter machine.
* Coordinated the physical removal of excess surplus

**KEY SKILLS:**

* Persuasive – Good verbal communication and interpersonal skills.
* Organizational skills, multitasking and time-management.
* Problem solver, decision maker, honest, creative, assertive and accountable.
* Professionalism, diplomacy, tactfulness – to generate positive company image.
* Entrepreneurial worker – Driven to succeed, able to motivate others and work in teams.
* MS Office, Operating System Installation & Hardware Support

**ACADEMIC QUALIFICATION:**

* **Bachelor of Computer Application** fromJamal Mohamed College of arts and science, Tiruchirappalli, Tamilnadu, India. 2012-2015.

**EXTRA CURRICULAR ACTIVITIES:**

* I was the **Blood Donation In charge in Leo club of Jamal Mohamed College**, Trichy for two years and used to help to many people by our service.

**CERTIFICATIONS:**

* Networking Hardware.

**PERSONAL INFORMATION:**

Gender : Male

Father’s Name : Abdul Salam

Date of birth : 12-06-1994

Nationality : Indian

Languages Known: Tamil, English & Malayalam

Marital Status : Single

Passport No : N1984642

**DECLARATION:**

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

Date: Yours Sincerely