

CURRICULUM VITAE

MOHAMED RAMEES. M

FLAT NO 301

AL WAFA

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CAREER OBJECTIVE

Seeking for a job to pursue a highly rewarding career and healthy work environment where i can utilize my skills and knowledge efficiently for the organizational growth.

PROFESSIONAL STRENGTH

NETWORK ENGINEERING	: Cisco level CCNA CCNP
SYSTEM ENGINEERING	: MCSA MCSE
TECHNICAL PROFICIENCY	: Hardware, Laptop Chip Level Engineering, CCTV, Security System, Fire Alarm, Biometrics.
PROGRAMMING LANGUAGE	: C++.
GRAPHIC DESIGNING	: Photoshop CS3, CorelDraw CS3, Illustrator CS3, In-design.
WEB DESIGNING	: HTML, CSS, JQUERY.
ACCOUNTING SUIT	: Manual Accounting Tally ERP 9.0, Peachtree.
MICROSOFT	: Word, Excel, PowerPoint.

EDUCATIONAL BACKGROUND

SSLC	: MUSLIM VOCATIONAL HIGHER SECONDARY SCHOOL, PUDUNAGARAM
HSE	: BIOLOGY SCIENCE, PERUMATTY PANCHAYATH HIGHER SCECONDARY
GRADUATION	: BACHLOR OF BUSINESS ADMINISTRATION.

COMPETENCIES AND SKILLS

- Hardworking in nature
- Efficient
- Good listener
- Good communication skills
- Able to work in group and independently as well

EXPERIENCE

Two years Qatar working experience in KHALID CORPORATION HEAD OFFICE as a Office/Administrative Assistant Cum Computer Operator

And also experience in below mentioned fields.

- Accounts, HR, Administration, coordinator, Documentation.
- System Troubleshooting, Software Updation, Keep Database up-to-date
- Visa making (USA,UK,SCHENGEN VISA).
- Banking Transactions.

PERSONAL PROFILE

NAME	: MOHAMED RAMEES. M
PASSPORT NO	: R4128292
FATHER NAME	: MOHAMMED RAFI. V
MOTHER NAME	: SAINABA. P T
DATE OF BIRTH	: 10/02/1998
GENDER	: Male
NATIONALITY	: Indian
RELIGION	: Muslim
MARITAL STATUS	: Unmarried
LANGUAGE KNOWN	: English, Malayalam, Tamil, Hindi, Arabic
HOBBIES	: Travelling, Swimming, Watching Movies, Listening Music

STATE OF RESIDENCE

Now I am staying UAE on visit visa

Address: Room No 301, Al Wafa building, Al Barsha 1, Near Al Mashreq Metro Station, Dubai
Phone Number: +971 58 201 3387

DECLARATION

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

MOHAMED RAMEES.