



MOHAMED KASIM

OBJECTIVE

Seeking for a suitable position of responsibility, would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer will gain me career advancement opportunities.

PERSONAL INFO

Gmail:

Kasimkanimkm687@gmail.com

Phone No:

+971 56 93 12 188

Date of Birth:

03/05/1980

Nationality:

Indian

Visa Status:

Residence Visa

Visa Expiry:

10/01/2023

Marital Status:

Married

LANGUAGES KNOWN

TAMIL ■■■■■

ENGLISH ■■■■■

HINDI ■■■■■

ARABIC ■■■■■

EDUCATION PROFICIENCY

➤ **Higher Secondary School**

Hairathul Jamaaliya Higher Sec School - Paramakkudi, Ramnad District.

➤ **Diploma in Islamic studies (Alim)**

Jamia Al Thafur Rubbaniya Arabic college –Tenkasi, Tamilnadu

WORK EXPERIENCE

❖ **Union National Bank (Record Management Centre)-Jebel Ali (Dispatch and Clerk)**

May, 2006 to 2014 Aug

- Working with External Clients as Bank handling Communication With Companies.
- Very energetic result oriented and organized.
- Word processing manuscripts, letters and documents.
- Carrying out all assigned duties.
- Filing and retrieving documents.
- Scan documents into database.
- Processing incoming and outgoing mail.
- Handling confidential information.
- Direct Reporting to Operation Manager.

❖ **Nuzzle Camp- Jebel Ali Parco (Labor Camp In Charge)**

Sep , 2014 to 2016 Aug

❖ **OMAN INSURANCE COMPANY (Document controller and Data Entry)**
Dec 2016 to 2018 April

❖ ORION ELECTRO MECHANICAL CONT.

Driver

Dec 2018 till now in Sharjah - UAE

COMPUTER KNOWLEDGE

- Expert in Microsoft Word, Excel and Power Point
- Familiar With Internet and Email

MY STRENGTHS

- HARD WORKING, SELF-MOTIVATED AND AMBITIOUS
- RELIABLE, FLEXIBLE AND ORGANIZED
- ABILITY TO WORK WELL INDIVIDUALLY AND IN A TEAM
- EXCELLENT INTERPERSONAL RELATIONS WITH THE CAPABILITY TO
- CLEARLY COMMUNICATE WITH OTHERS AT ALL LEVELS.

PASSPORT DETAILS

PASSPORT NO	: L 6646064
DATE OF ISSUE	: 06/03/2014
DATE OF ISSUE	: 06/03/2024
VISA EXPIRY	: 11/04/2016
HOLDING UAE DRIVING LICENSE	: 3658702 (LIGHT VEHICLE)
DATE OF ISSUE	: 11-04-2016
DATE OF EXPIRY	: 18-04-2026
COMPANY	: ORION ELECTRO MECHANICAL

DECLARATION

I hereby declare that I am confident to accomplish in work assignments in efficient manner and I will be very cooperative and also declare that the information provided is to the best of my knowledge.

YOURS FAITHFULLY

MOHAMED KASIM