





## MOHAMED YASAR J


(Administrative Assistant /Data Entry Operator / Data Entry Analysis/Document Controller)

### Contact Details :

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 : Sharjah ,UAE.

 : +91 9698476936

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### Career Objectives :

To utilize my skills and expertise for meeting the organizational objectives while also increasing my knowledge and gaining professional exposure.

### Work Experience :

#### **Administrative Assistant / Assistant Supervisor:**

**Omega Health Care Management Service Pvt .**

**November 2019 to January 2021 .**

#### Roles and Responsibilities :

- ❖ Responsible for office administration, research, editing, writing, grant preparation, event planning, customer/financial service (contract assignments).
- ❖ Check Source document for accuracy receive and process invoices for payment and update invoice details .
- ❖ Entering and Updating Products on website gathering invoice, statement, reports , details , Documents, Information & Client.
- ❖ Answer phones and greet visitors.
- ❖ Schedule appointments and maintain calendars.
- ❖ Schedule and coordinate staff and other meetings.
- ❖ Collate and distribute mail.

### Software Skills :

- ❖ Microsoft Office (Word , excel, Powerpoint)
- ❖ Google Spread Sheet
- ❖ Oracle
- ❖ Database management.
- ❖ Calendar management.
- ❖ Proficiency with photocopiers, scanners, and projectors.
- ❖ Accurate data entry.

## Personal Information :

FATHER NAME : S.Jafar Ali

DATE OF BIRTH : 12-01-1996

AGE : 25

GENDER : Male

NATIONALITY : Indian

MARITAL STATUS : Single

Address : 3/52 , Millath Nagar ,  
Mangalampet (P.O),  
Vridhachalam (T.k),  
Cuddalore (D.T).  
Tamilnadu -India.

## Passport & Visa Details :

Passport No. :T6965811

Issue Date :16/07/2019

Expiry Date :15/07/2029

Place Of Issue : Chennai

Visa No. :22120122790549/1

File No. :204/2021/77763920

U.I.D.No. :222631249

## Educational Qualification :

- ❖ MASTER OF COMPUTER APPLICATIONS (MCA) (2017 - 2019) Mohamed sathak College of arts and science, solinganallur, Affiliated to Madras University, Chennai. 68.00%.
- ❖ BACHELOR OF COMPUTER APPLICATIONS (B.C.A.) (2014 - 2017) Jamal Mohamed College, TVS Tolgate, Tiruchirappalli, Tamil Nadu, Affiliated to Bharathidasan University, Trichy. 58.00%.
- ❖ HSC (12<sup>TH</sup> COMPUTER SCIENCE WITH MATH S) (2012 - 2013) Mount Park Hr.Sec School, Thiyagadurgam(Pt),Villupuram(Dt). Tamilnadu. 51.58%.
- ❖ S.S.L.C (10<sup>th</sup> STANDARD) (2010 - 2011)Senthil Matriculation School, Periyavadavadi(Pt), Cuddalore(Dt), Tamilnadu. 69.02%

## Declaration :

I hereby declare that all the details furnished here are true to the best my knowledge.

Your Sincerely

Mohamed Yasar J