

## CURRICULUM VITAE

**MOHAMED RAFEEL. A. A**

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**Visa Status:** Visit Visa

**Visa Expiry Date:** 25/04/2020



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### 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 **IT Support at Metal Shaping, Abu Dhabi UAE** from October 2019 to January 2020.
- Worked as **Sales cum storekeeper at Galaxy Pharmacy, India** from August 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** from Jamal 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