

MUHAMMED IRFAN VAZHAYIL
AJMAN, UAE
Mobile: +971-509639757
Email Irfanjaffer345@gmail.com:



Personal Profile:

Age & Date of Birth:	20 Years 09-Dec -2002
Gender:	Male.
Religion:	Islam.
Marital Status:	Single
Nationality:	Indian.
Passport No.	U2887179

Career Objectives:

Seeking a future building position with an organization where I can utilize best of my skills and education, and can be an active participant and add vital contribution on development of the company and career progression.

Key Competencies:

- *Managing filing system.*
- *Recording information as needed.*
- *Updating paperwork, maintaining documents, and word processing.*
- *Performing general office clerk duties and errands.*
- *Maintaining office equipment as needed.*
- *Experience as a virtual assistant.*
- *Creating, maintaining, and entering information into databases*

Professional Experience:

Office Assistant cum Clerk, April 2019- September 2020

Other Details:

Visa Status: 90 Days' Tourist Visa (Transferrable)

Academic & Professional Qualifications:

- GOVERNMENT OF KERALA BOARD OF HIGHER SECONDARY EXAMINATION, -
Higher Secondary
Commerce
- MS Office
- MS Excel

Declaration:

I do hereby declare that the above information given is true and correct to the best of my knowledge and belief. I also assure my complete dedication and hard work towards the organization, if provided an opportunity.

Place: Ajman U.A.E

Date:

Yours Sincerely,

Muhammed Irfan Vazhayil