



Jamsheer Ibrahim



Phone Number

+971 52 3482834



Email

jamsheervk.net@gmail.com



Date of birth

21.05.1997



Marital Status

Single



Gender

Male



Nationality

Indian



Visa Status

Employment Visa

Career Objective:

To secure a challenging and responsible position in a growth-oriented organization where there is a scope of contributing and updating my knowledge and skills for the development of myself and organization.

Education:

- Diploma in Graphic Designing
- Diploma in CCTV Camera and Networking
- Tally Financial accounting (Skill Up gradation training Program under MES Scheme).
- Ongoing- Bachelor of commerce(BCOM)
- 2015 - Higher secondary education(Commerce), Government of Kerala
- 2013 – Senior Secondary education (SSLC) Government of Kerala

Technical Skills

- MS Office(excel, word ,PowerPoint)
- MS Photoshop
- MS Illustrator
- Tally ERP 9

Employment History

2016-Presently: EMIRATES NUCLEAR ENERGY CORPORATION - UAE.
Working as an Assistant cum Document controller

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Welcoming visitors to office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees
- File documents in physical and digital records and ensure appropriate storage
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- To liaise with and distribute project related information with all levels of the project team and potentially external parties
- Manage the processes around documentation within the organization
- Maintain confidentiality around sensitive documentation
- Prepare ad-hoc reports on projects when required

AXIOM DIGITAL TECHNOLOGY Worked as a CCTV Technician and Operator with the period of 1 year.

ARABIAN RESTAURANT Worked as a Catering Servicer with in a duration of One year at Malappuram – Kerala –India

Languages:

- Linguistic Ability : English, Hindi, Arabic & Malayalam
- Typing : English & Malayalam

Skills:

- Communication (written and verbal)
- Prioritization and problem-solving.
- Organization and planning.
- Research and analysis.
- Attention to detail.
- Customer service.

Declaration:

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

Place: Abu Dhabi

JAMSHEER V K

References are available on request.