

RESUME



K.YASIR AHAMED KALEEL RAHMAN

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CAREER OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment
With committed and dedicated people which will help me to explore
Myself fully adrenalize my potential willing to work as a key player in
Challenging and creative environment

PERSONAL SKILLS

- ✓ **Hard Working**
- ✓ **Trustworthy**
- ✓ **punctuality**
- ✓ **Good communication**
- ✓ **Ability to work under pressure**
- ✓ **Leadership quality**

EDUCATIONAL QUALIFICATION

- Now am completed Bachulor Of Buissnes Administraion

COMPUTER KNOWLEDGE

- Basic Computer knowledge
- Internet Browsing
- MS Office
- Billing
- Online Billing software which is implemented

LANGUAGES KNOWN

- Tamil, English

EXPERIENCE

COMPANY. : SYRMA TECHNOLOGY

COUNTRY. : CHENNAI, INDIA

DESIGNATION. : OFFICE ASSISTANT

DURATION. : 5th May 2019 to 31st January 2021

Responsibility:

- Fast Learner
 - Good in service
 - Office related works
 - Document Control
 - Copy and scanning the documents
 - Printout for required documents
 - Store the documents monthly vice
 - Ensure the office area clean and neat
 - Making tea for Office staff
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PERSONAL INFORMATION

passport Details : **yasir ahamed kaleel rahman**

Passport number : U3609299

Date of birth : 08/11/2000

Religion : Islam

Nationality : Indian

Marital status : Unmarried

DECLARATION

I declare that the above facts given by me are true to the best of my knowledge and belief.

Yours sincerely

YASIR AHAMED KALEEL RAHMAN