

# ***CURRICULAM VITAE***

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## ***MOHAMMED SHAMMAS***

### **Present Address:**

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### **Career Objective:**

Seeking a promising career & rewarding position with a progressive environment, involving high degree of responsibility, offering challenging assignments, which will capitalize on my knowledge base, enhance current skills and experience to provide an atmosphere for professional growth based on performance and accomplishments with matching monetary benefits.

### **Personal Profile:**

A highly motivated, energetic and an enthusiastic person with the attitude to excel in the work area with a flair for interacting with a cross section of people. Possess an exceptional character and conduct with level of dependability and trust.

### **Summary**

- ✚ Have more than 2 Years of Experience in UAE as Data Entry, Documents Controller and Transport in Charge.
- ✚ Excellent analytical and communication skills.
- ✚ Capacity for work – meeting customer requirement.
- ✚ Willing to work and adapt to new challenge, self-motivated, a quick learner and a good team player.

### **Academic Profile**

- ✚ Completed **B.E Mechanical Engineering at Bearys Institute of Technology, Mangalore**
- ✚ Completed **2<sup>nd</sup> P.U.C** from **ST. Aloysius P.U College, Mangalore**
- ✚ Completed **S.S.L.C** from **Kerala Samajam High School, Mangalore**

## **Certifications**

Successfully completed **IOSH** (Institution of occupational safety and health), **Environmental Awareness, Risk Assessment and Hazard Identification, Emergency Response procedures.**

## **Experience Profile**

Organization : **ALSHALAL PURE DRINKING WATER**  
Period : February 2019 to till date  
Role : February 2019 till December 2019 as Transport In charge  
January 2020 to till date Data Entry & Document Control

## **Responsibilities:**

### **Transport In charge**

- Making sure vehicles are properly maintained.
- Inspecting vehicles.
- Arranging repairs and routine maintenance on timely basis.
- Ensuring that all the drivers and operators have the correct, up to date qualifications.
- Reducing the risk of vehicle overloading.
- Maintaining and compelling accurate records.
- Keeping schedules and organizing team members.
- Regular reporting the usage of vehicles to the local delegate.
- Being the custodian of vehicle keys and retaining duplicate sets of keys.
- Ensuring the vehicles are securely locked at the close o business each day and are parked in well-lit areas.
- Fuel card control/return, including ensuring all drivers using local vehicles are providing odometer readings when fuel is purchased and ensuring fuel cards are with the vehicle it is handed to fleet services for disposal.

### **Data Entry & Document Control**

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort of information according to priorities to prepare source data for computer entry.
- Review data for deficiency or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.

- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions.

### **Skills**

Ability to handle all kinds of escalations calls and resolves issues as per the process.

Comprehensive problem-solving abilities and willingness to learn new things.

### **Soft-skills**

- MS Office and Computer networks.
- Excellent commercial acumen and people friendly Good knowledge in Excel
- Confident individual with ability to take initiatives and take judgment-based decisions.

### **Languages**

English, Hindi Malayalam, Tamil and Kannada.

### **Personal Profile**

Father's Name	: Abdullah
Marital Status	: Single
Nationality	: Indian
Date of Birth	: 16/12/1996
Place of Birth	: Saudi Arabia (Riyadh)
Passport No	: K6692740
Visa Status	: Employment Visa

### **Interests**

Playing Football, Cricket and Listening Music.

I here with declare that all the details mentioned above are true to the best of my knowledge and belief.

**Place: United Arab Emirates  
(MOHAMMED SHAMMAS)**