

# Mohammed Kabeer

Administrative assistant

Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company. To make use of my interpersonal skills to achieve organisational goals.



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📍 Dubai, United Arab Emirates

## WORK EXPERIENCE

### Data Processor Unilabs

01/2022 - Present

Expo2020, UAE

Achievements/Tasks

- Collecting recording and sorting of patient details for medical purposes

### Accountant cum administrator Mehboob service station

12/2020 - 09/2021

Kerala, India

Achievements/Tasks

- Plan, coordinate and control daily operation
- Recording and reporting of accounts statement

### Customer care agent (Outbound, sales) Cogent E services PVT LTD

07/2020 - 11/2020

Mangalore, India

Achievements/Tasks

- Introducing the availability of personal loan to the existing customer
- Negotiating and finding their appointment for further processing of loan

### Data entry clerk Classmates stationary

11/2019 - 05/2020

Kerala, India

Achievements/Tasks

- Inserting customer and accounts data by inputting text and numerical information from source documents within the limits
- Compile, verify accuracy and sort information according to priorities for final use

## EDUCATION

### Bachelor of Commerce Yenepoya University

07/2017 - 03/2020

Mangalore, India

### Pre University Mangalore University

08/2015 - 03/2017

Mangalore, India

## SKILLS

Ability to work under pressure

Ms office skills

Team player

Communication skills

Goal oriented and focused

Tally

GCC VAT

## PERSONAL DETAILS

Nationality - Indian

Passport no - S7886687

Passport valid till - 3rd December 2028

Visa details - Visit visa valid till February 2022

## DECLARATION

I here by declare that all the above furnished details here are correct to the best of my knowledge.

Mohammed Kabeer

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Kannada

Professional Working Proficiency

Arabic

Limited Working Proficiency

## INTERESTS

Music

Travel