



ASHIK KAJJALI

CONTACT

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Hor Al Anz.
Dubai.

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SKILLS

- Database management.
- Calendar management.
- Proficiency with photocopiers, scanners, and projector.
- Editing and Proofreading.
- Accurate data entry.
- Inventory and supply management.

ACHIEVEMENTS & AWARDS

- Claim killer Award in the Accenture.
- 3 Times Employee of week in the Accenture.
- Employee of the month in the Siddiq gifts LLC.

CAREER OBJECTIVE

To utilize my talent and creative abilities in a positive and conducive work atmosphere, leading towards job fulfilment for myself, and growth potentials for the organization.

EDUCATION

GRADUATE: (Year of Passing 2011- 2014)
Bachelor of Computer Application in Jamal Mohamed College

WORK EXPERIENCE

2018-2020

Office Admin-SIDDIQ GIFTS LLC(Abu Dhabi, Mussafah)

Responsibilities:

- Handling the petty cash.
- Maintain an organized filing system of electronic documents.
- Monitoring office inventory and ordering Supplies.
- Manage the attendance Reports.
- Manage emails, letters, packages, phone calls and other form of correspondence.
- Data entry and clean-up in company's asset inventory systems requirements.
- Following and improving document control procedures.
- Handling the suppliers Orders and Payments.
- Receive shipments, check for damages and sort stock for distribution in the store.
- Keep record of invoices sent and received.
- Contact supplier and resolve any shipping issues.
- Barcode making.
- Versed POS Software's and XERO software.
- Handle the Goods Return Voucher.

LANGUAGES

Tamil, English, Hindi

TECHNICAL SKILLS

Microsoft Office package:
Microsoft Word, Excel

STRENGTH

- Hard Worker
- Quick learner
- Excellent attention to detail

PERSONAL DETAILS

Name : Ashik
Father Name : Kajjali M.I
Date of Birth : 30-09-1993
Nationality : Indian
Gender : Male
Marital Status : Married
Passport No : N3459029
Expiry : 13/09/2025
Visa Status : Visit visa
Visa Expiry : Feb 03
Availability : Immediate

2017-2018

Process Associate (Healthcare Project) - ACCENTURE SOLUTIONS PVT. LTD (Tamilnadu - India)

Responsibilities:

- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Research and process claims according the processing guidelines and benefit.
- Responsible for accurate and timely daily reports.
- Identifying and billing secondary or tertiary insurances.

2015-2016

Data Conversion Specialist- HTC GLOBAL SOLUTIONS LTD (Tamilnadu - India)

Responsibilities:

- Maintain the employee Timesheets.
- Thesis Scanning and Auditing.
- Check the quality of the Images.
- Maintain client records and Data's.

2014-2015

Office Assistant – MALAYA TRAVELS (Tamilnadu- India)

Responsibilities:

- Handling the petty Cash.
- Ticket Booking and issuing.
- Passport and Visa Related Works.
- Bank Related Works.

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and I will sincere and faithful to your organization.