

# O.M.A. MOHAMED YOUSUF

## OFFICE ASSISTANT

Mobile: +971 504307986



: +91 6385776598

ON VISIT VISA

E Mail:  
yousufoma  
@gmail.com

### SUMMARY

Nineteen plus (19+) Years of Gulf experienced candidate, hardworking, eager to learn & co-operative, looking for a challenging career opportunity in any professional organization to enhance the personal growth.



### EDUCATION

Higher Secondary  
Certificate from Tamil Nadu  
State Board of Education,  
India.

### KEY SKILLS

Good Communication  
Good Co ordination  
Documentation  
Records Keeping

### EXPERIENCE 1 (12 YEARS)

Company : **DEPA INTERIOR LLC, DUBAI, U.A.E**

Period : From Oct'2008 to Nov'2020

Position : **Office Assistant**

#### Job Responsibilities: -

- ✓ Maintaining Office documents.
- ✓ Making Photo copies, sending fax, attending telephone calls and document receiving.
- ✓ Binding/ Lamination of documents
- ✓ Sending and Receiving the courier documents, Printing office Documents.

### EXPERIENCE 2 (8 YEARS)

#### Previous Job : KSA for around 8 Years

Company: **DR. KHALID IDRIS HOSPITAL, JEDDAH, K.S.A.**

Period : From Nov'2000 to Mar'2008

Position : **Medical records Staff**

#### Job Responsibilities: -

- ✓ File, assemble, and retrieve confidential patient records.
- ✓ Be responsible for responding to inquiries from physicians, patients, and staff.
- ✓ Scan all correspondence, lab, and x-ray reports as well as dictated notes.
- ✓ Make folders for new patient records, perform audits, and assist physicians in locating records

## COMPUTER SKILLS

Well versed in MS Office  
(MS Word & Excel)  
Outlook Emails

## PERSONAL & PASSPORT DETAILS

Date of Birth : 04th July 1973  
Father's Name : Abdul Sukkur.O.M  
Sex : Male  
Marital status : Married  
Nationality : Indian  
Languages Known : English, Arabic, Hindi, & Tamil  
Religion : Islam  
Passport No : N 4582848  
Date of Issue : 25.02.2016  
Date of Expiry : 24.02.2026  
Place of issue : Dubai, UAE

## DECLARATION:

I hereby declare that all statements made in the CV are true, complete and correct the best of my knowledge in belief.

Date:

Yours Faithfully,

Place:

**(O.M.A. MOHAMED YOUSUF)**