

## CURRICULAM VITAE

### Jabir

S/O Mohammad Basheer  
Dubai, Satwa  
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### Objective:

Seeking to achieve a responsible position in an Organization, where I could apply my knowledge and skills and thereby contribute to the growth of the Organization.

### Experience:

3 Months experience as DATA ENTRY operator in Shimnit Utsh Company Bangalore.  
1 Year and Half experience as Office Assistant Cum DATA ENTRY operator in A.R Consultancy Kadaba.

### Responsibilities:

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

### Educational Qualification:

Qualification	Board/ university	Institution	Year of Completion	Marks
M.Com	Mangalore University	Govt First Grade College, Belthangady	2019	71%
B.Com	Mangalore University	Govt First Grade College Uppinangady	2017	51.06%
PUC (Commerce)	Department of Pre-University, Karnataka Karnataka Secondary	Shree Ramakunjeshwara Pre University college Ramakunja	2014	67.16%
S.S.L.C.	Education Examination Board	St. Joachims High School Kadaba	2012	70.40%

### Computer Knowledge:

- Basics, MS-Word, MS-Excel, MS-Power Point, Tally with GST, Internet

### Personal Skills:

- Team Work, Good Communication, Self-confidence, Patience.

**Co-curricular Activities:**

- ☐ Worked as student coordinator for inter collegiate paper presentation competition.
- ☐ Paper presented in inter collegiate paper presentation competition.

**Extra-Curricular Activities:**

- Served as NSS Volunteer for two year in Degree.

**Personal Profile:**

Passport No : P7658375  
Issue/Expiry Date : 04/02/2017 – 03/02/2027  
Date of Birth : 16/08/1996  
Gender : Male  
Religion : Muslim  
Nationality : Indian  
Languages Known : Kannada, English ,  
Hindi,Tulu and Malayalam

**Reference:**

Adarsh Anthare (manager)  
Shimnit Utsch India pvt.Ltd  
Contact No: 9980734679

Abdul Rahiman  
A.R Consultancy Kadaba  
Contact No: 9535440311

**Declaration:**

In the view of the above particular, please consider this application and give me an opportunity in your esteemed organization. I assure that I would carry out my duties to your entire satisfaction.

Applicant

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