



MOHAMMED ANSHAF

TYPIST / ADMINISTRATIVE / SALES

A result-oriented multidisciplinary professional with over six years of experience as a Typist, Administrative Clerk, Sales Executive and Event Staff in various industries. Skilled at writing reports and business correspondence, professional email writing and updating tracking spreadsheets. Success in performing operational activities and meeting targets.



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anchua777@gmail.com



Dubai – UAE

AREAS OF EXPERTISE

- Online services of Ministries of UAE (eDNRD, EForm)
- Medical typing (DHA ,MOH)
- Emirates ID Application
- GDRFA Application *Insurance Application*
- Arabic and English Typing
- Office Administration
- TRANSMAS software
- MS Word and Excel
- Merchandising
- Excellent planner and coordinator
- Intercommunications
- Team Collaboration Event Management

PROFESSIONAL EXPERIENCE

PERFECT DOCUMENTS CLEARING SERVICES LLC, Dubai, UAE

Position: HR and PR Coordinator

- Handled GDRFA Application, eDNRD Application, Medical Application, EForm Application, Emirates ID Application, Insurance Application and New Born - Passport Registration
- Offered departmental administrative support
- Managed filing systems for electronic and hard copy documents to keep organized records
- Established positive working relationships with colleagues, manager and customers through regular communication and effective anticipation of needs
- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors
- Answered questions and addressed, resolved or escalated issues to management personnel to satisfy customers

AUG
2016 to
Present

SEP 2014 **SALMAN HOUSE OF BUILDING MATERIALS**
Kasaragod, India

SEP 2013 **AL BADAR BUFFET AND CATERING SERVICES**
Kasaragod, India

SEP 2013 **TRIANGLE CATERING AND EVENT MANAGEMENT**
Kasaragod, India

EDUCATION

○ Certification in Typing Course

- Jamiya Sa-Adhiya Arabia Training Institute – Kasaragod, India, 2016

○ Higher Secondary Examination

- GHSS Adhur – Kasaragod, India, 2015

○ SSLC

- NHSS Perdala – Kasaragod, India, 2013

COMPUTER SKILLS

- ✓ MS Word
- ✓ MS Excel
- ✓ MS PowerPoint
- ✓ Outlook
- ✓ Basic Photoshop
- ✓ TRANSMAS Software



100%
Ready for Work



100%
Energetic



Team work &
Creativity

LANGUAGES



★★★★★



★★★★☆



★★★★★

PERSONAL DETAILS

Date of Birth : 16 December 1997

Nationality : Indian

Marital Status : Single

Visa Status : Employment Visa