

CURRICULUMVITAE

YASAR ARAFATH

Kerala,India

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: 8921180525



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OBJECTIVE

I intend to join a prestigious organization which will be surely benefited by my abilities and give me knowledge, recognition, achievement and pleasure. Furthermore, I would like to enhance my academic learning, through practical implementation.

PERSONAL SKILLS

- Proficient in Windows Office Applications - MS Word, MS Excel, MS PowerPoint.
- Excellent Problem Solvingskill
- Excellent communicability and interpersonal skills
- Creative and energetic
- Strong moral values and discipline

EDUCATIONAL QUALIFICATION

QUALIFICATION	INSTITUTE	UNIVERSITY/B OARD	YEAR
SSLC	S.P.W.H.S ALUVA THAIKATTUKA RA	KERALA STATE BOARD	2008
PLUSTWO	AL AMEEN EDATHALA	N.I.O.S	2010
DIGREE (BCOM)	Y M C A COLLEGE ALUVA	M G UNIVERSITY	2014

PERSONAL DETAILS

FatherName	:	Kunju moosa k.s
Nationality	:	Indian
Dateof Birth	:	13/09/1991
Gender	:	Male
MaritalStatus	:	Single
Language Known	:	English , Hindi & Malayalam

PROFESSIONAL EXPERIENCE

- Experience as Data entry operator In sun fiber optics technologies pvt ltd (2016 sep - 2019 Sep)

JOB RESPONSIBILITIES

- Preparation of future manpower forecasts (trend analysis, work load analysis, woke force analysis)
- To manage all documents related to the administration dept...
- To lead the team of time keepers
- Having good communication skill in English and proactive in work as an individual and a team player
- Have coordinated with customers, clients, Sub-contractors very well
- Preparation of COC, ROHS, certificates for shipments
- Preparation of documents in Excel & word

DECLARATION

I hereby declare that all the above details are true and best of my knowledge. I promise that I am eligible to do the above mentioned posts in the Company.

YASAR ARAFATH