

# CURRICULAM VITAE

## MOHAMED VASEEM.S

Jebel Ali

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### CAREER OBJECTIVE:

- A well talented, groomed, trained and with good communication skill passenger ground service agent is looking for a suitable position in an aviation industry to prove the talents and for the development.

### EDUCATION DETAILS:

- **Bachelor of Science (Information Technology)** under **Bharathidasan University** (2018).

### EXPERIENCE:

**AR FOREIGN EXCHANGE (2020-2021)**

- Having good management skills.
- Have good interpersonal and networking skills.
- Easily handling for customer support.
- Excel Ledger accounts handling.

### DUTIES AND RESPONSIBILITIES:

- Extensive domestic and international currency knowledge.
- Proficient Windows-based computer applications.
- Ability to aggressively pursue sales through innovative marketing.
- Ability to pay attention to detail and accuracy.
- Ability to close the sale and cross sell additional products and services.
- Strong sales, organizational and problem-solving skills.
- Strong verbal and written communication skills.

### **OFFICE ASSISTANT:**

**OM INNOVATION (2018)**

- Operating office equipments.
- Updating paperwork, maintaining documents and word processing.
- Creating, maintaining, and entering information into databases.
- Reviewed documents for accuracy.
- Arranging meeting room and personal office.
- Banking jobs and external duty works related to company.

## **PERSONAL DETAILS**

Gender : Male.  
Nationality : Indian.  
Date of Birth : 24-jan-1997  
Languages Known : English, Malay and Tamil.

## **PASSPORT DETAILS**

Passport No : S2853017  
Place of Issue : Chennai,India.  
Passport Expiry : 06/08/2028.

## **DECLARATION:**

I hereby declare above information is true of my knowledge and I take Responsibility for what I above mentioned.

**Your sincerely,**  
**MOHAMED VASEEM.S**