

CURRICULUM VITAE

MUHAMMED MUSTHAFA.PV

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Objective:

To work with a lot of enthusiasm, dedication, and serve the organization with best of my abilities to become a successful professional. To utilize my skills and knowledge to the maximum in a challenging and innovative working environment and to dedicate myself towards the prosperity and growth of the company.

Professional Profile:

Computer hardware, software & Networking cum salesman with 6 year in KSA.

Administrator with 7 month of professional experience in India.

JOB FEATURES

- Answer telephones and relay messages to appropriate recipients
- Manage files/folders and compile records
- Take dictation and perform stenographic duties
- Greet customers and visitors and perform tier-one / first contact services
- Manage inventory of office supplies and assist in organizing office activities
- Scan incoming mail for recipient information
- Handle outgoing mails by sealing envelopes and placing stamps
- Retrieve files on demand
- Manage travel and accommodation arrangements for staff
- Assist in preparing payrolls

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- Mail bills and pay utility bills
- Proofread records and reports for accuracy
- Type and edit correspondence
- Perform document photocopying and paperwork distribution tasks
- Act as a receptionist or front desk officer when required
- Transport materials and supplied between departments
- Ensure management of minor repairs of the office
- Assist in managing accurate billing and petty cash
- Create and maintain meaningful liaison with vendors and suppliers
- Run errands for office staff
- Maintain office equipment such as copiers and printers

TRAININGS (Completed the Following Courses):

- Computer Trainings on Windows XP,7,8 MS Word, MS Excel, MS Dos, Internet & Email etc.
- Computer Hardware & Software.
- Mobile programming.

Educational Qualifications.

NO	COURSE	BOARD / UNIVERSITY
1	HSE	BOARD OF HIGHER SECONDARY EXAMINATION
2	S.S.L.C	BOARD OF PUBLIC EXAMINATION
3	DIPLOMA	DIPLOMA IN COMPUTER HARDWARE
4	TECHNICIAN	LAPTOP CHIP LEVEL TECHNICIAN

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Working Experience:

Organization : **BAILASAN TELICOM - (SAUDI ARABIA)**

Period : 15-NOV-2012 to 05-JAN-2019

Designation : COMPUTER HARDWARE, SOFTWARE
& NETWORKING

Duties & Responsibilities : TECHNICIAN cum SALESMAN

Organization : **INFO TECH SOLUTION - (INDIA)**

Period : 20-APR-2012 to OCT-30-2012

Designation : Administrator

Personal Details

Name	:	MUHAMMED MUSTHAFA.PV
Date of Birth	:	5 th October 1990
Nationality	:	INDIAN
Passport Details	:	Date of Issue 01-Jul-2010 / Date of Expiry 30-Jun-2020
Passport Number	:	H9739113
Religion	:	Muslim
Visa status	:	Visiting Visa
Driving License	:	Indian Light Vehicle
Languages Known	:	English, Arabic, Malayalam, Tamil
Marital status	:	Single

Declaration

As per my knowledge whatever I provide you all my details are true, I will good response from your site

MUH.MUSTHAFA. PV