

Afsal Ameer



Contact

Address:

Al jaza street, mamourah ,
rasalkhaimah, uae

Phone:

0556994401

Date of birth : 21-06-1986

Visa status : transferable

Marital status : married

License : manual driving license

Email:

afsurakpolice@gmail.com

LinkedIn:

[linkedin.com/afsalameer](https://www.linkedin.com/afsalameer)

Languages

English
Arabic
Hindi
Malayalam

Hobbies

- Driving
- Browsing
- Photography
- Cooking

Summary

Experienced administrative coordinator with a Bachelor Degree in commerce and a solid background working in **RAK POLICE TRAINING CENTER for more than 13+years** . responding to enquiries, requests and complaints; preparing reports and correspondence; distributing mail; maintaining and updating Department files and records; and performing a variety of administrative duties as assigned.. Looking for new opportunities to further grow into the role of an Administrative coordinator. Certified MS Office professional with the ability to manage multiple tasks with a high level of professionalism.'

Skill Highlights

- Arabic speaking
- Arabic typing
- Written communication
- Verbal communication (Arabic)
- Innovative
- Service-focused
- Adaptability
- Ms office
- Strong decision maker

Experience

EMPLOYER : RAK POLICE GENERAL HEAD QUARTERS

DESIGNATION : ARMED POLICE MAN

RANK : FIRST POLICE MAN

ADMINISTRATIVE coordinator AT RAK POLICE TRAINING CENTER

06/2009 to till date (13 + Years)

- Responsible for performing administrative services for police department
- Receives, opens, reviews and distributes mail for the Department
- Organization of Administrative works
- Screens telephone calls for Police Chief
- Co ordination of Secretarial works.
- Proficiency in Running Microsoft programs
- Excellent in Arabic typing
- Office management
- Organizing office works
- Conducting Online meetings (Zoom)
- Coordination of training courses in person and remotely

Education

Bachelor of Commerce: - 2009

Calicut university

Certifications

- MS OFFICE
- DIPLOMA IN MULTIMEDIA ANIMATION
- TALLY FINANCIAL ACCCOUNTING PROGRAM (TFAP)

References

First warrant officer: AHMED HASAN EBRAHIM AL NUAIMI(RAKPOLICE)

MOB : 0504320006