



MOHAMMED ISMAIL PK

> Passport Number : V4112607
> Date of Expiry : 04-11-2031

EDUCATION

PLUS TWO

IVHSS, Orumanayur
March 2018

SSLC

VHSS, Orumanayur
March 2016

PERSONAL DETAILS

- > Gender : Male
- > Date of Birth : 05-03-2001
- > Marital Status : Unmarried
- > Father's Name : Kabeer PK
- > Religion : Islam
- > Nationality : Indian

Phone

+00971 - 50 985 6702

Email

fiyaismail2001@gmail.com

Address

Al Rashidhiya, 38 Street, 43 Villa,
Bin Salmeen Contracting PO, Box:504
Ajman, Dubai

ABOUT ME

Capable professional offering 2 years of excellence in supervising and office support. Personable with proven history of improving effectiveness of workplace communication and coordination.

WORK EXPERIENCE

2 Years

SUPERVISOR

Ajwa Ice Cream Agency / Chavakkad

- > Delivered clerical support by handling range of routine & special requirements.
- > Interacted with customers by phone or in-person to provide information.
- > Supervised & monitored business environment.
- > Other duties or tasks as mentioned by the manager.

PERSONAL ACHIEVEMENTS

- > Active Volunteer of National Service Scheme during school time during the period 2016 to 2018.
- > Attended 7 day camp from 26-12-2016 to 01-01-2017 at Islamic English Medium School under the topic "Healthy Youth for Healthy India".
- > Participated and was a member of School Level Cricket Team.

LANGUAGE & COMPUTER PROFICIENCY

Hindi & Malayalam

English

Tamil

MS Office

Typing Skills

Internet & Email

DECLARATION

I, Mohammed Ismail PK, hereby declare that the above mentioned Details are true to the best of my knowledge & belief

Mohammed Ismail PK