



MUHAMMED HARIS

Typing Assistant

I am an approachable, motivated and confident Sales Executive with the ability to excel sales targets and make a real difference organization's revenue generation. I have expert knowledge of the selling process and I fully recognize the human and emotional aspects of buying and selling.

WORK EXPERIENCE

Typing Centre Assistant, Dubai

(2019 - 3 Months, Noor Almayadi Typing Center)

- Transfer data from paper formats into digital files or database systems
- Gather and organize typing material
- Create spreadsheets and presentations, combining from existing files
- Maintain physical and digital filing systems
- Scan and print files, as needed

Account Assistant, India

(1 Year – Aiwa Supermarket, Nileswaram, Kasaragod)

- Create and update expense reports
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed

CERTIFICATIONS

- **Computer Operator and Programming Assistant - 2018**
National Council for Vocational Training – Government of India
- **Tally & QuickBooks – 2018**
G-Tech Computer Education

EDUCATION

- **National Council for Vocational Training**
E.K Nayanar Memorial Government ITI, Kayyur, Kasaragod - 2018
- **Higher Secondary**
Kerala Board of Public Examinations (KBPE) – 2017
- **Matriculation**
Kerala Board of Public Examinations (KBPE) – 2015

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Muhammed Haris

Male

June 21, 1999

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Deira, Dubai, UAE

SKILLS

● Languages

- English, Hindi and Malayalam

● Computer

- MS Office, Excel, PowerPoint, Internet & Outlook, MS OFFICE Quick book C++, Java, Tally

● Expertise

- Knowledge of the selling process and effective sales techniques
- Excellent communicator and Relationship building skills
- Optimistic and a positive can-do attitude
- Motivated in a target-driven environment.

● Leadership

- Pro-active, Flexible and can equally work with minimum supervision
Has a Judgment and decision making.
- Leadership Quality and Ability to Work under Pressure
Communication, Flexibility, Integrity, patient and friendly.

PASSPORT & VISA

Passport No : T2001821

Date of Issue : 11/03/2019

Place of Issue : Kozhikode

Date of Expiry: 10/03/2029

Visa Status : Visit Visa

Visa Expiry : 07/10/2022