

Mohammad Rafeekh PK

COMPUTER OPERATOR

Seeking a Position to Utilize my Skills and Abilities in the Organization that Offers Professional Growth while being Resourceful, Innovative and Flexible and be a part of a Vibrant and Innovative Organization which helps me to Enhance my Skills Potential.

EDUCATION



BACHELOR OF ARTS - BA SOCIOLOGY

CALICUT UNIVERSITY - KERALA



HSE in Humanities – Board of Higher Secondary Examination.

2009-2012

Board of Public examination, Kerala.

2007-2008

EXPERIENCE



Kerala - Dr Kutty's Health Care (DKH)

FRONT OFFICE STAFF

09/2016 - 02/2018

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Coordinate with other departments to ensure compliance with established policies
- Perform receptionist duties when needed
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Handling incoming calls and other communications.
- Recording information as needed.
- Performing general office clerk duties and errands.

CONTACT



+971 056 710 4009



rafeekhparappur@gmail.com



Dubai - Internet City

LANGUAGES

ENGLISH

Professional Working Proficiency

HINDI

Professional Working Proficiency

MALAYALAM

Native or Bilingual Proficiency

SKILLS

- Active listening skills.
- Computer skills
- Interpersonal skills
- English typewriting

INTERESTS

- Video Editing
- Video Vlog
- Play Cricket
- Internet Browsing

Ref No. DKH/HR/EL/02-2018

EXPERIENCE CERTIFICATE
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Mohammad Rafeekh PK was in the employment of our organization "**Dr. Kutty's Health Care**" from 05th September 2016 to 28th February 2018 as **Computer operator** .

Dr. Kutty's Health Care is an established company in the healthcare domain. Founded in 1985 with its first venture Saleema Hospital in Tirur, the group expanded and established various diagnostic centres across India. Dr. Kutty's Health Care believes in providing excellent medical services, ably supported by high-end technology.

During this tenure, Mr. Mohammad Rafeekh PK remained involved in his work dedicatedly. He is hard-working and devoted worker. His character and conduct during this period has been good.

We wish him all the best in his future endeavors.

For **Dr. Kutty's Health Care**


Authorized Signatory



Date : 28/02/2018

Place : Tirur

Dr. Kutty's Healthcare Private Limited

#2/472, Saleema Hospital Complex, Thalakkadathur Post
Tirur, Malappuram, Kerala - 676 103

T (+91) 494 258 7070 F (+91) 494 258 6456

E drkutty@alsalama.in

CIN No: U85110KL2008PTC022476