



SALMAN FARIS K.

Kizhakkethil House
P.O. Peringannur
Cherippur
Via Peringode
Palakkad Dist.
Kerala State
India. Pin: 679 535

Professional

Data Entry Operator

Mob : +971552350449
Email : farissalman69@gmail.com

Objective

Seeking a posting to be utilized experience in a career opportunity would make a significant contribution to success of the employer will be gained also profession.

Education

B.Com.	(Calicut University)	2014
Plus Two	(Board of Kerala)	2011
SSLC	(State of Kerala)	2009

Computer Skills

DIFA

- MS Office
- Tally
- Peachtree

Personal Strength

- Ability to learn quickly and work well in a team as such
- Ability to develop ideas quickly.
- Listening & Observation
- Good Leadership qualities

Work Experience

- 3 years working experience as a '**Data Entry Operator** cum **Office Assistant**' in Qatar Primary Material Company, Qatar. (2015 - 2019)

Duties & Responsibilities

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Ensure reception area is tidy and presentable, with all necessary stationery and material.
- Order front office supplies and keep inventory of stock.
- Update calendars and schedule meetings

Personal Details	Date of Birth : 05/10/1994 Gender : Male Religion : Muslim Nationality : Indian Father's Name : Abdul Rahiman Marital Status : Married
Languages Known	Malayalam English Hindi Arabic
Details of Passport	Passport No. : M 1520273 Date of Issue : 23/08/2014 Date of Expiry : 22/08/2024 Place of Issue : Malappuram
Driving License	No. 52/4597/2012
Declaration	I hare by declare that the above furnished information are true and correct to the best of my knowledge and belief. Place : Peringannur Date : Salman Faris K.