



## Shammam Parambath

United Arab Emirates  
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### Objective

Looking forward for an organization that offers a challenging, Stimulating, Learning environment to work in and provide scope for individual & organizations development, which offers attractive prospects for the long terms development and career growth.

### Experience

- **Somerian Health – United Arab Emirates**

**Data Encoder** 19-11-2021 - 01-08-2022

- Preparing and sorting data for computer entry.
- Reviewing data to make sure it's accurate before entering the system
- Entering data from paper to a ERP.
- Reporting errors to management.
- Keeping records of data entry and data base.
- Performed PCR analysis in the center.
- Collecting and sampling of about 200-300 customer per day.
- Carrying out administrative tasks such as data input, processing information,
- completing paperwork and filing documents.

- **Puthumana Gold house – Kerala, India**

**Store in charge cum security guard** 01-02-2019 - 13-11-2021

- Receive shipments, check for damages and sort stock for distribution in the store.
- Keep record of invoices sent and received
- Monitor shelves and fill them in when needed.
- Contact supplier and resolve any shipping issues.
- To ensure that the store is always maintained up to date in all respects in a presentable condition.
- Controlling the entry and exit of vehicles.
- Checking and validating business visitor credentials.
- Making sure that no unauthorized personnel enter restricted areas.
- Answering queries from visitors to the center.
- Carrying out inspections of stores and the car park.

### Educational Qualifications

- High school Diploma– 12th Level – Government of Kerala-2012.
- Good knowledge in MS Word and MS Excel.

### Skills

- Smart, well-groomed and confident.
- Having a professional attitude.
- Willing to work shifts, morning, nights etc.

### Visa Status

- Visit visa expire on 14-10-2022

**Languages**

- English : Read, Write and Speak
- Arabic : Read, Write and speak
- Hindi : Read, Write and Speak
- Malayalam : Mother tongue

**Interests**

- Football player, listening music, swimming

**Personal Profile**

- Name in full : Shammas Parambath
- Gender : Male
- Date of Birth : 08-05-1995
- Marital Status : Single
- Nationality : Indian
- Religion : Islam
- Passport No : N4335732

**Declaration**

- I do hereby certify that the above information furnished by me true and accurate to the best of my knowledge.

**Shammas Parambath**