



A. MOHAMED ASHIQ

Data Entry Operator

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+971-521299128

Dubai, United Arab Emirates

Dedicated Data entry adept at managing all project materials coordinating updates and maintaining paper and computer filing systems. Advanced computer skills with strong multi-tasking prioritization and time management abilities. Strong communicator and team player.

EDUCATION

B.Sc (Computer Science)

The New College Chennai-14

2016 - 2019,

WORK EXPERIENCE

Document Controller

FAMILY ELECTRONICS AND SUPERMARKET PVT LTD.

05/2019 - 08/2021, Cuddalore, Tamilnadu-India

Achievements/Tasks

- Updated & maintained information in the management system ensuring high quality document flow.
- Established & managed document filing system for all hard copies of incoming & outgoing documents.
- Performing transcription and conversion work.
- Maintained copies of all submitted & approved contractor's submittals.
- Utilizing storage software and applications for electronic filing.
- Trained new document control staff building competence for handling document control system at site with minimal supervision.
- Training employees on efficient documentation usage.
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Labeling, sorting and categorizing documents for ease of use.

Office Assistant – MALAYA TRAVEL

Cuddalore Tamilnadu - India

09/2021 - 01/2022,

Achievements/Tasks

- Handling the petty Cash.
- Ticket Booking and issue.
- Passport and Visa Related Works.
- Bank Related Works.
- Creating, maintaining, and entering information into databases.
- Maintaining office equipment as needed.
- Coordinating events as necessary.
- Updating paperwork, maintaining documents, and world

SKILLS

Excellent email writing skills in English

Experienced user of ACONEX

a careful eye for detail

IT skills

to enjoy working as part of a team

PHP

Familiarity with office equipment, including printers and fax machines

Be presentable in front of clients

ACHIEVEMENTS

Re-organized something to make it work better.

Come up with a new idea that improved things.

Developed or implemented new procedures or systems.

ADDITIONAL INFO

Passport No : R6281608

Expiry : 19/11/2027

Availability : Immediate

Visa Validity : Apr 28, 2022

Visa Type: Visit 90 days

LANGUAGES

Tamil

Native or Bilingual Proficiency

English

Full Professional Proficiency