

THOUFEEK M

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CAREER OBJECTIVE

To give my best in my professional pursuit for overall benefit and growth of the company that I serve by facing the challenges. I will show my calibre and gain some experience.

PROFESSIONAL QUALIFICATION & EDUCATION

- **BTECH | Muslim Association College of Engineering**
2015
Computer Science and Engineering
University of Kerala.
- **PLUS TWO | Janatha Higher School, Thempammoodu**
2011
Science (Board of Higher Secondary Examination Kerala).
- **SSLC | LVHS Pothencode.**
2009
Board of Public Examination Kerala
- **DATA ENTRY | Central Polytechnic College, Thiruvananthapuram**
2017
Ministry of Human Resource Development.
- **DIPLOMA | G-Tec Computer Education, Pothencode**
2018
DBA (Diploma in Building Design and Animation)

PROFESSIONAL EXPERIENCE

QRS Retails

Customer Service Representative

Trivandrum , India

Sept 2019 – Nov 2021

- Research and recommend prospects for new business opportunities
- Build and maintain relationships with clients and prospects
- Stay current with trends and competitors to identify improvements or recommend new products
- Collect and analyze information and prepare datas
- Attend workshops to learn more technical and professional skills for the job
- Build and maintain professional networks
- Meet with potential clients to determine their needs

Amin Solutions

Data Entry Operator.

Trivandrum , India

May 2018 – August 2019

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and

check output

- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

SKILLS & PERSONAL ATTRIBUTES

- Proven Customer Service and data entry work experience or Office Clerk
- Self-motivated and driven by targets
- Resilience
- Strong communication skills – including both verbal and written
- The ability to influence and negotiate with others
- Commercial awareness
- IT skills
- Numerical skills.
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Attention to detail
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks

PERSONAL DETAILS

Date of Birth	: 03-03-1993	Passport Number	: N9538072
Nationality	: Indian	Languages	: English, Malayalam, Tamil
Gender	: Male	Present Location	: Sharjah, UAE

I hereby declare that the above mentioned information is true to my knowledge. I assure my definite contribution to the specific organization.

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