



ARSHAD CH

FILE CLERK

OBJECTIVE

Looking to obtain a position which will require me to utilize my computer knowledge, strong personal skills, organizational abilities, and business experience as well as a position in which my customer service, personal, clerical and general office skills will contribute to greater efficiency and productivity

EDUCATION

- **SSLC**
CRISTE HIGHER SECONDARY SCHOOL
2014-2015
- **HSSC**
CRISTE HIGHER SECONDARY SCHOOL
2015-2017

PROFESSIONAL QUALIFICATION

- **DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING(DIFA)**
(JUNE-2017 - JUNE-2018)
- **DIPLOMA IN INDIAN FOREIGN AND SAP ACCOUNTING**
(JUNE-2017 - JUNE-2018)

WORK EXPERIENCE

- **ACCU CARE MEDICAL CENTER AL AIN, ABU DHABI**
DOCUMENT CONTROLLER
2021 - 2023
Responsibilities: Listen to the recorded dictation of a doctor or other healthcare worker. Interpret and transcribe the dictation into patient history, exam notes,operative reports, referral letters, and other documents.Technical error problems solving patient's Report.
- **CHOITHARAM SUPER MARKET AL AIN, ABU DHABI**
CASHIER
2019 - 2021
Manage transactions with customers using cash registers. Scan goods and ensure pricing is accurate.Collect payments whether in cash or credit. Issue receipts, refunds, change or tickets.Redem stamps and coupons. Cross-sell products and introduce new ones.

HOBBIES

Reading
Technology
Travelling

CONTACT

AL AIN, ABU DHABI
0556123206
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SKILLS

Good communication-Written and oral skills,
Excellent conceptual and analytical skills,
Effective interpersonal skills

CORE STRENGTH

Punctuality
Communicative
Creativity
Organizing

COMPUTER SKILLS

LDM Software
Care Data
Microsoft Powerpoint
Microsoft Office
Operating system
Microsoft Excel

LANGUAGE KNOWN

ENGLISH
ARABIC
HINDI
MALAYALAM

VISA DETAILS

Status: Own Visa
Expire: 31/05/2024