



# ARSHAD CH

FILE CLERK

## 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

## 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