



MOHAMED AMEEN MOHAMED JAMEEL

U.A.E Driving License: 2084146

PASSPORT NO: N6856602

DATE OF EXPIRY: 03/11/2026

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Email ID: Jameel178@gmail.com

Religion: Islam

Languages known: Arabic, English, Hindi, Urdu and Tamil

SKILLS

- Self-motivation.
- Ability to enter data accurately.
- Ability to do customer needs in a timely manner;
- Ability to establish and maintain effective working relationships with employees & customers
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

EDUCATIONAL QUALIFICATION

- I Have Completed My **HIGHER SECONDARY EDUCATION AT MULLIPOTHANA CENTRE COLLEGE** during this period **2000 / 2002**.
- I have studied about **DIPLOMA IN INFORMATION TECHNOLOGY** leading to the **BACHELOR OF INFORMATION TECHNOLOGY** period validity: **OCTOBER 2014 – SEPTEMBER 2015 AT (UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING)**.

ACADEMIC QUALIFICATION

- **DIPLOMA IN AIRLINE FARES / E - TICKETING, MARKETING, RESERVATIONS, GDS, CARGO & AIRPORT OPERATIONS TRAVEL & TOURISM.**
- **DIPLOMA IN MICROSOFT OFFICE 97 at INFOTECH COMPUTER ACADEMY THAMPALAGAMAM.**
- **CERTIFICATE IN COMPUTER STUDIES at UNION STUDY CENTRE KANDY.**
- **CERTIFICATE IN NETWORK CABLING AND CCTV INSTALLATION at WINSYS NETWORKS COLOMBO.**

SUMMARY OF WORKING EXPERIENCE

LIGHT STONE GROUP OF COMPANY, (UNTIED ARAB EMIRATES)		
PROFESSION	YEAR	LOCATION
Purchasing Representative	Since Jan 2022 Up to	AL AIN

- Researching and comparing supplier's goods and services.
- Monitoring inventory levels and determining considered necessary quantity for purchasing.
- Select the most suitable terms of reliability, product quality and cost of products.
- Review quality of purchased products.
- Issuing needed materials and accessories to the Production work shop and side location and perform data entry as required.

NATIONAL BANK OF ABU DHABI, (UNTIED ARAB EMIRATES)		
PROFESSION	YEAR	LOCATION
Office Assistant	Mar 2010 to Mar 2015	Abu Dhabi

- Sort out and deliver various important documents and packages to the person's concern and departments. .
- Monitoring inventory of office supplies and determining new materials as needed.
- Performing general clerical work such as Filing and organizing customer records, invoices and other important documentation.
- Operating office equipments such as photo coping machine, laminating machine, binding machine and printers.
- Ensure the office space is neat and clean and all the things are well ordered and organized.

AL WATHBA NATIONAL INSURANCE PSC, (UNTIED ARAB EMIRATES)		
PROFESSION	YEAR	LOCATION
Office Assistant	Jan 2007 to Mar 2010	Abu Dhabi

- Organize customer's records as required for the swift customer service..
- Provide the clerical support to the staffs and managements.
- Receives variety of documents and place it on the related files.
- Performing general clerical work such as Filing and organizing customer records, invoices and other important documentation.

TANNAF TRADING COMPANY, (QATAR)		
PROFESSION	YEAR	LOCATION
Sales man and Store assistant	Apr 2003 to Feb 2005	Qatar

- Monitor the movement of incoming and outgoing goods.
- Receive and issue materials to/from stores.
- Maintaining a good working relationship with the customers.
- Ensure the safety and security of goods / materials in store.