

MOHAMED UKKASHA



CONTACT:

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CERTIFICATION:

- IATA
- AMADEUS

LANGUAGES:

- English
- Tamil
- Malayalam

ADDITIONAL INFORMATION:

Visa Status: Visit Visa

Passport No: V9639369

Date of Issue & Exp: 05/05/2022 &
04/05/2032

Nationality: India

WORK EXPERIENCE

Hasan Medical (Tamil Nadu - India)

Office Administration

1st April 2022 – 15th May 2023

Duties & Responsibilities:

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping
- Compile supporting documentation and maintain records

ACADEMIC QUALIFICATION:

BSC (Aeronautical Science)

Nehru College Of Aeronautical And Applied Science from Alagappa University, Tamil Nadu - India (2022)

Higher Secondary School

Tan Academy Matric Higher Secondary School - State Board - Tamil Nadu - India (2019)

KEY IT & PERSONAL SKILLS:

- MS Office (Excel, Powerpoint & Word) / Outlook,
- A strong team player with the ability to engage with all levels of the organization
- Ability to articulate issues orally and in writing and answer a wide range of queries, ability to work under pressure and meet deadline.
- Ability to adapt to any work environment.
- An active listener with good customer service skills.

DECLARATION:

I hereby declare that all the details finished above are true to the best of my knowledge and belief.