

MOHAMED SHAFIQ

Electronics & Communication Engineering

☎ 0522788489 @ mdshafiq28@gmail.com 📍 Dubai - UAE



EXPERIENCE

Admin cum Document/Inventory Controller 2019 - 2023

ALFAYES SERVICES

INDIA

- Facilitated for applying government certificates like (Income certificate, Birth certificate, Community certificate) and also provided Educational certificate attestation HRD,MOFA.
- Collaborated and made a dealership with branded travel agency for booking air tickets for customers.
- Assisting for external companies for Accounting and payroll related works as outsourcing.
- Assisting clients for purchase Electronics and mobile accessories in good quality.
- Providing Customers All types of Government transaction services (TNeGA)
- Facilitated for Indian National ID process (Aadhar services)
- Facilitated for Common Services Centre (CSC)

Administrator 2015 - 2019

SUNMART TRADING

MALAYSIA

- Solid knowledge of basic and advanced accounting and financial principles and practices.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results.
- Maintained customer happiness with forward-thinking strategies focused on addressing needs and resolving concerns.
- Excellent knowledge of cost accounting and reporting.

EDUCATION

Bachelor of Engineering (ECE)
Anna University of Tamil Nadu. INDIA

Higher Secondary School (HSC)
SMH institute of Tamil Nadu. INDIA

Secondary School (SSLC)
SMH institute of Tamil Nadu. INDIA

CERTIFICATE

🏆 Working as a BUSINESS CORRESPONDANT in HDFC Bank

🏆 IIBF Certification in Banking Field

🏆 NSEIT Certification in Aadhar Enrollment

CAREER OBJECTIVE

To pursue a career that will give the opportunity to fulfill my ambition, acquire the training and experience necessary for professional and personal growth.

PERSONAL DETAILS

Nationality : INDIAN

Passport No : Y7673128

Visa Status : VISIT VISA

Date of Birth : 28 Sep 1992

Sex : Male

Marital Status : Married

SKILLS

💎 Excellent Computer knowledge

💎 Online Banking Services

💎 MS Office, Data Entry

LANGUAGES

English Proficient

Malay Proficient

Tamil Proficient

STRENGTHS

★ Strong work ethic

★ Social Intelligence