



# MOHAMMED ASHAR

Travel & Documentation Executive

+91 95392 26557

[Website](#)

ashharma7@gmail.com

Ponnani, Malappuram

## About Me

Experienced Travel and Documentation Executive with hands-on experience in visa documentation, typing services, travel coordination, and customer support. Skilled in handling online applications, form filling, passport-related services, and office coordination. Known for accuracy, clear communication, and efficient handling of documentation in a professional office environment.

## Education

### Bachelor of Commerce

IGNOU University  
2023 - 2026 (Expected)

### Computer Science in Higher Secondary

Kerala State  
2017 - 2018

## Certifications and Skills

- Passport services
- Typing (Arabic & English – 53 WPM)
- Customer handling
- Government portals
- Office coordination
- Certified Prompt Engineer
- Professional Website Designer

## Languages

- Malayalam (Fluent – Native)
- English (Fluent)
- Hindi (Fluent)
- Arabic (Basic)

## Experience

### Documentation Executive

2023 - 2025

#### OnTime Typing Services | Sharjah, UAE

- From 2023 to 2025, I handled documentation and visa-related services, including online applications, form filling, customer coordination, and office support activities. I supported visa processing, ticketing coordination, passport-related services, and ensured accurate documentation while maintaining smooth daily office operations.

### Professional Typist

2021 - 2023

#### OnTime Typing Services | Sharjah, UAE

- From 2021 to 2023, I worked in documentation and typing services, handling visa form filling, online applications, customer support, passport-related services, and travel documentation. I assisted with visit visa processing, ticketing coordination, tenancy-related documentation, and general office support, ensuring accuracy and timely service.

## Expertise

- Visa documentation and online application processing
- Travel coordination and ticketing support
- Passport-related services (India & international)
- Typing services (English & Arabic)
- Customer handling and documentation support across multiple languages
- Customer handling and front-office assistance
- Form filling and document verification
- Office coordination and daily administrative support
- Proficient in the latest software and up-to-date with current technology trends
- Strong ability to manage and oversee business operations, ensuring smooth and efficient company performance.