**CURRICULUM VITAE**

**PERSONAL PROFILE**

Name : Remshad .PP

Date of Birth : 10/04/1987

Nationality : Indian

Status : Single

Contact no. in K.S.A : +966-509577050

Email Address : ppramshad313@gmail.com

**PASSPORT DETAILS**

Passport No : H 0336322

Date of Issue : 18/09/2008

Date of Expiry : 17/09/2018

Place of Issue : Kozhikode

**EDUCATION**

 Under graduate in Bachelor of Arabic from University of Kannur Kerala, India in 2008

 Higher Secondary Education Kerala, India in 2004

 SSLC from Board of Examinations Kerala, India in 2002

**COMPUTER PROFICIENCY**

* MS Office
* MS OUTLOOK
* DCA
* Internet Surfing & Email operations

**EXPERIENCE**

4 YEARS

**WORK PROFILE**

* 4 years of professional experience in Data Entry Operator
* Very good knowledge in MS ACCESS for making Barcode.
* Excellent Communication skills, Analytical and Problem Solving skills, Proactive & Innovative, highly self Motivated, Quick Learning and Adapting capabilities and devoted to increasing knowledge base.
* Effective team player and excellent team leading capabilities.
* Strong verbal and written skills in order to effectively communicate with multiple levels of Management.
* Implement and maintain office systems.
* Handle incoming mail and other material

**SAUDI OGER LTD.**

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SAUDI OGER LTD.

Riyadh, Saudi Arabia  
 [www.saudioger.com](http://www.saudioger.com)

A well established organization and very popular name in Middle East. It plays vital role in the economic as well as social development in the gulf countries. The company’s main area of operation is in infrastructure development.

DESIGNATION- Data Entry Operator since August 2009 in DATA ENTRY OPERATER AT HEAD OFFICE OF SAUDIOGER

# THE PRINCIPLE ACTIVITIES OF THIS ROLE INCLUDED

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* Administers Barcode printing and restoring in the System.
* Going thru differents sites to make furinture inventory.
* Making furniture material request
* Receiving of incoming & outgoing letters, documents and other faxes.
* Receiving and sending E-mails.
* Handling all types of office machines like computer system, fax, photocopier, scanning etc
* Maintenance of the project records, business documents with a fair & updated filing systems

**EXPERIENCE IN INDIA**

Worked as a Clerk in Eye-Ball Computer Hardware and Networking center at Kannur for 1 year

Responsibilities:

* Organizing and storing paperwork, documents and computer-based information
* Liaising with colleagues and external contacts to book travel and accommodation
* Participated in Indoor and Outdoor Activities at School Level
* Devising and maintaining office systems.
* Receiving of incoming & outgoing letters

**CONTACT INFORMATION**

P.O Box-1449, Riyadh,  
Kingdom Of Saudi Arabia.  
Email : ppramshad313@gmail.com

I do hereby declare that the above furnished details are true, correct and complete to the best of my knowledge and belief.

Place Yours Faithfully,

Date Remshad.PP