ABDUL RAFEEQUE T

Personal Details

Date of Birth **:** 16/05/1996
Nationality **:** Indian
Gender **:** Male
Religion **:** Islam

Contact

Address:
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,Kuttikkadavu, Mavoor ,
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www:
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web-site/

Languages

English
Malayalam
Hindi
Arabic

Hobbies

- Travelling
- Volunteering
- Browsing on google

Job Objective

To obtain a Data Entry Operator position that fully utilize my experience and abilities that I have, in order to achieve organisation goal and create mutual benefit.

Experience

Office Assistant And Data Entry Operator

Malabar gold & diamonds

01/2019 to present -UAE

- Worked as Microsoft dynamic ax (ERP) data entry operator.
- Order management system.Verify all order line from company web-based software (oms and qlick) and prepare and manage order reports on every day.
- Delivered product data collection and it are status updating and prepare a report using excel.
- Product assortment and billing in ERP (Microsoft dynamics ax)

Akshaya E-seva Kendra (Kerala govt project)

2018 - 2019 - mavoor

- Worked as EA Supervisor. The role is to capture the Demographic and Biometric data of the resident as per the guidelines of UIDAI
- Provide e-services. Communicate with the people and government and non government online applications, submition for certificates, printing, scaning documents,etc.

Skill Highlights

- Proficient with MS Word, Excel(pivot ,vlookup ,concatenate,etc.) and Internet Usage
- Excellent IT skills and hands-on knowledge of spreadsheets and databases
- documentation and reporting
- Ability Data analysis using excel
- Skill for self-learning through technology
- Typing skill - English , Arabic
- Photoshop (Basic)
- Wordpress(Basic)
- Programming basic(c,java)

Education

2011-2012	-	SSLC – Kerala Sslc Board
2012-2014	-	Plus two – Hse Kerala Board
2014-2017	-	Bachelor of commerce with computer application (Paper Back) – Calicut University

Certifications

- NSDC-FTCP (field technician computing and peripherals)
- AADHAR EA SUPERVISOR -NSEIT