**Curriculum Vitae**



Name: Athar Jameel Mohammad Usman

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Current Address:

AL Haafiz DTP

Markaz Masjid Shop No.25,

Maulvi Ganj, Dhulia-Maharashtra-India

To strive for excellence and develop myself into a top notch professional by working in a dynamic learning environment, so as to contribute wholly to the organization.

**Education & Certification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Education** | **University** | **Year of Passing** | **Percentage** |
| High Secondary Vocational Course | Shri Chatrapati Shivaji Junior College | 2010 | 41.83% |
| Secondary School Certificate | Shri Chatrapati Shivaji Junior College | 2009 | 46.00% |

**Driving License:**

01. United Arab Emirates:

Light Motor Vehicle Leaning No.12860116 **(Under RTA Test Process -3)**

02. India:

Light Motor Vehicle Valid: 06/05/2022

**Computer Skills:**

Corel Draw, Photo Shop, MS-Office, Page Maker, Inpage (Urdu/Arabic Software), English-Arabic-Hindi-Marathi-Urdu Typist.

**Total Experience:**

**Dubai United Arab Emirates 03-Years**

**Madina AL Munawwara Saudi Arabia 06-Month**

**Dhule-Maharashtra India 05-Years**

Habtoor Leighton LLC Dubai. United Arab Emirates 3-Years

Designation: Office Clerk, Arabic-English Typist, Data Entry Operator.

Job Profile:

Online Emirates Identity Authority Related Works.

Online processing and uploading of application to Emirates Authority Identity related works new and renewal employment contract scanning in Emirates Authority directly.

Collect, verify and collate all required documents for Emirates ID fresh application / renewal of employees and family members under their sponsorship.

Arrange the appointments for Biometric scanning in coordination with HR/EID team and different camps & sites. Check all SMS received from EID authority, follow up EID status and answer queries from employee helpdesks.

Maintain daily summary of EID applications processed and submitted for keeping track of them. File / maintain all records related with EID processing (paper & electronic copies) and send copy documents to employee files.

Attend the EID processing work at Taheed typing Centre, arrange all supporting documents and approvals, maintain updated file of documents and collect back passports and other documents.

Maintain the current account at the typing center, make necessary remittances and file documents.

Maintain the electronic copies of all EIDs, ensure linkage to the passports, safe storage and easy retrieval for distribution / processing.

Receive EIDs from the department, sort and distribute them to different locations and return wrong receipts. Assist the Emirates ID team for any other requirement related with application processing.

**Labour & Immigration.**

1. Coordinating with all Lab. & Immg. Data Entry Operator.  
2. New employment visa: Coordinating with PRO Group Government Affairs Manager in order to process online new employment visa and renewal.   
3. Online New & Renewal Residence visa: Coordinating with PRO Officers to new and renewal residence visa process.  
4. New and Renewal Work permit: Coordinating with Data Team for renewal and follow up work permit process and editing contracts.   
5. Tasheel Services: Following up Tasheel services scanning documents online for the labour office.  
6. Coordinating with HR internal auditor & accounts to arrange the money for online payments.   
7. Coordinating with Bank for online transaction Labour and Immigration Department.

Online Labour Office Related Works.)

Saudi Bin Laden Group Saudi Arabia 6-Month

Designation: Office Clerk.

Job Profile:

Collect, count, and disburse money, do basic bookkeeping and complete banking Transactions Communicate with customers.

**AL-Haafiz DTP (Desktop Publishing) India 2-Years**

Designation: Public Sector Work.

Job Profile:

DTP(Desktop Publishing), Computer Operator, Urdu, Arabic, English, Hindi, Marathi Typist with setting, Public Sector Printing Job, Visiting Card, Wedding Card, Digital Board, Letter Paid, Bill and Graphic Designing. Public Sector Working.

Holy Quran Book typing in Hindi Language, Haj Pilgrim Booklet typing with setting in Hindi Language, Zarbe Sang Trash Book typing with setting in Urdu Language, Surah Fatiha Ki Tafseer Book typing with setting in Marathi Language, Naamaz Book typing with setting in Urdu Language, Six Sifat Booklet typing with setting in Urdu/Hindi Language, MidDay Inquilab News Paper (Mumbai) Urdu Typing under corresponding for City, Islamic University, School/ College Exam Paper Typing and Setting (English, Algebra, Geometry, Maths, Science, Geography etc. subjects for all standards),Government School, College Scholarship Scheme Online Form Fill up, Public Sector Working (Graphic Design, Desktop Publishing, Printing).

**Siddhivinayak Fright Pvt. Ltd. India 1-Year**

Designation: Date Entry Operator.

Job Profile:

Utilizes computerized data entry equipment and various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary, and summarizes data in preparation of standardized reports.

**Minority Welfare Organization India 1-Year**

Designation: Follow up Clerk-Typist.

Job Profile:

Compile, copy, sort, and file records of office activities, business transactions, and other activities. Complete and mail bills, contracts, policies, invoices, or checks.

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.

**Dhulia Peoples Urdu News Paper India 1-Year**

Designation: Follow up Clerk-Typist.

Job Profile:

Urdu, Hindi, Marathi, English, Arabic Typist and News Paper Setting.

**Passport Details:**

Passport Number : L4814011

Issue Date : 20/09/2013

Expiry Date : 19/09/2023

Place of Issue : Thane

Nationality : Indian

Religion : Islam

Date of birth : 02/01/1980

Marital Status : Married

Children : 03

**Declaration**:

This is certified that, what is stated above is true & supported with certificates.

Place: Dhule-Maharashtra-India.

(Athar Jameel Mohammad Usman)