**K.J.MOHAMMED IRFAN Email:mdirfan38@gmail.com**

**Mobile: +971 569656278,+971582134662**

Palm Deira, Dubai, UAE

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**Objective:-**

To join an organization on that will recognize and utilize my skills fully and offer me a position which requires innovative and creative ideas. Willing to work as a key player in challenging and creative environment.

**Technical Skills :-**

* Hardware troubleshooting.
* Network troubleshooting.
* Programming - Java, C++, Android, .Net Framework, HTML.
* MS Office – Word, PowerPoint, Excel.
* Tally ERP 9.
* Web Design Adobe Creative suite - Photoshop, Dream Viewer.
* OPERATING SYSTEM WINDOWS FAMILY – XP TO WINDOWS 10

**Personal Skills:-**

* Excellent skills in it support Works.
* Ability to easily assimilate new ideas, concepts, methods and technology.
* Excellent written and verbal communication skills.
* Highly organized and efficient.
* Ability to work independently or as part of team.
* Proven leadership skills and ability to motivate

**Experience :-**

1. **Paperex General Trading LLC. (Nov 2014 – May 2016)**

Warehouse Assistant (Sales)

Dubai, UAE.

[www.paperex.ae](http://www.paperex.ae/).

1. **Plestar, Inc** (**Jun 2012 – Apr 2013**)

Team Leader in BPO Industry.

1. **Sundaram Clayton Limited (SCL) TVS (May 2011 to Jan 2012)**

Quality Dept Data Entry Operator.

1. **S.R. Business Service (Jan 2012 – Jun 2012)**

Process Associate in KPO Industry.

### Experience Profile:-

* Quality Control Management
* Goods Inward & Outward Statement
* Goods Loading & Unloading Supervising & Auditing
* Monitoring the labors works

### Good ability to handle day to day Accounts in Tally

* MIS Reporting
* Cash Reconciliation Statement (Inward & Outward Statement)
* Cash Management
* Preparation of Bank Reconciliation Statement
* Maintain Inventory (Stock Reconciliation Statement)

**Education :-**

Apr 2008 – May 2011 DIPLOMA IN COMPUTER ENGG - SANKAR POLYTECHNIC COLLEGE, India.

Jun 2007 – Mar 2008 **SSLC** – M.N.Abdul Rahman Higher Secondary School, India

**Personal Details :-**

Date of Birth : 25.03.1992

Nationality : Indian

Religion : Muslim

Married Status : Single

Languages Known : English, Hindi, Tamil & Malayalam

Passport Status : 13/05/2010 – 12/05/2020

Driving Licence **: UAE Driving Licence (Manual)**

Visa Status : **Visit Visa**

Visa Validity : **02/02/2017 - 20/4/2017**

**Declaration :-**

I hereby declare that the above details are true and correct to the best of my knowledge.

Signature

(K.J.Mohammed Irfan)