



MOHAMMED RISAN E.K

OFFICE BOY / OFFICE ADMIN

EXPERIENCE

OFFICE BOY - CARE WELL CLINIC

MAR-2022 TO PRESENT

Key responsibilities:

- Serving tea/coffee and water to the staff and visitors.
- Organizing and maintaining electronic and paper files and managing projects.
- Answering telephone, direct, screen calls, taking and relaying messages.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.

EDUCATION

HIGHER SECONDARY : COMMERCE IN COMPUTER APPLICATION

IUHSS HIGHER SECONDARY SCHOOL KOTTAKKAL
under the Kerala Hse Board
2016-2018

HIGH SCHOOL

PKMM HIGHER SECONDARY SCHOOL KOTTAKKAL
under the Kerala State Board
2016

LANGUAGE

- ENGLISH
- HINDI
- MALAYALAM
- ARABIC (reading writing)
- TAMIL (speaking)

CERTIFICATE

HIGHER SECONDARY Certificate

RELEVANT SKILLS

- M S Excel
- M S Word
- Tally Prime
- Peachtree
- Quick books
- Organization
- Closing sales
- Client Engagement

About Me

Seeking a position as Accountant where I can utilize my knowledge, abilities and personal skills while being resourceful, innovative and flexible that offers professional growth with the organization.



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Deira, Dubai

PROFESSIONAL SKILLS

- Ability to accept any challenge
- with an optimistic perspective
- Work as a team with colleagues and
- desire to learn
- Integral problems
- resolution capacity
- auditing skill
- coordination
- Time management