

K.J.MOHAMMED IRFAN

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Palm Deira, Dubai, UAE



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.

2. Plestar, Inc (Jun 2012 - Apr 2013)

Team Leader in BPO Industry.

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

Quality Dept Data Entry Operator.

4. 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
POLYTECHNIC COLLEGE, India.

DIPLOMA IN COMPUTER ENGG - SANKAR

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 :-

best of my knowledge.

I hereby declare that the above details are true and correct to the

Signature

(K.J.Mohammed Irfan)