

# AJMAL ABDULLA

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## Profile

Dedicated customer service representative with 2 years of professional experience. Organized and driven at the core with constructive and prolific flexibility to engage, adapt and excel across various disciplines in and out of expertise.

## Experience

### Marhaba Document Clearing – Dubai

#### Customer Service Representative /Document Controller (Sep 2019- Present)

- o Processing applications for new work permits and residential permits as well as renewing existing work permits and residential permits. (Ministry Of Labour | General Directorate of Residency and Foreigners Affairs - Dubai)
- o Co-ordinating with local service providers in arranging for courier and certificate attestation services both nationally and internationally along with document translation services.
- o Preparing letters and forms for various applications as necessary.
- o Basic day to day bookkeeping activities for the establishment.
- o Customer support services via text, email or phone call.

## Skills

- o Proficiency in popular desktop publishing tools such as Adobe InDesign.
- o Skilled in working with vector graphics and image editing tools such as Adobe Illustrator and Adobe Photoshop.
- o Intermediary coding skills in popular languages such as C, C++ and Java.
- o Problem-solving.
- o Communication.
- o Organization.
- o Adaptability.

## Education

- o **HINDUSTAN COLLEGE | 2014 – 2018 | COIMBATORE, TAMILNADU.**
- o **Class XII**  
I.E.S PUBLIC SCHOOL | 2013 – 2014 | TRISSUR, KERALA.
- o **Class X**  
GULF MODEL SCHOOL | 2011 – 2012 | DUBAI, U.A.E.

## Personal Information

Date of Birth : 16-SEP-1996  
Nationality : Indian.  
Languages : English / Hindi / Malayalam / Tamil.  
Marital Status : Single.