

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.