

# MOHAMMED UBAIDULLA

## CONTACT ME

-  301 Sbk building port saeed road deira,dubai
-  mohammedubaidulla227@gmail.com
-  +971582202837
-  <https://www.linkedin.com/in/mohammed-ubaidulla-71553b1b5>

## EDUCATION

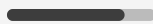




### High School

Wesley college colombo  
2016-2018

### Diploma in Business Management

Esoft Metropolitan Campus  
2019

## SKILLS

- Communication 
- Leadership 
- Time management 
- Problem solving 
- Customer service 

## PROFILE

Multi-talented data entry operator, Quick learner and upbeat person who thrives on challengers, Having 3 years working experience in data entry and administrative office work. Extremely professional typist with typing speed 35 WPM and have excellent ability in proofreading. Currently looking for a company where I could successfully meet the challenges of a fast-past environment providing data entry and administrative support to a large environment

## WORK EXPERIENCE

Production Associate 2019

### Intelligent image management lanka I Colombo

- Providing data entry support to QC team
- Typing Accurate data in documents
- Managing customer details

Data entry and Administrative Assistant 2020-2022

### Shoptrade private limited I Kurunegala

- Handling front office activities
- Providing customer services over the phone
- Maintaining customer details on CRM
- Entering company data accurately on system

## LANGUAGES

- ENGLISH
- TAMIL
- SINHALESE