



MOHAMED IMRAN

ADMINISTRATIVE ASSISTANT

To grow as an innovative person through professionalism, performance, sheer, hard work and play in an active role in the enthusiastic team working towards the betterment of the organization.

CONTACTS



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+971 58 18 66 967



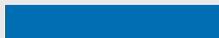
Flat No.103
Al Rafa Building,
Near Naif Police Station,
Palm Deira,
Dubai,UAE.



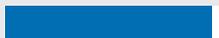
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LANGUAGES

Tamil



English



VISA STATUS

- Visa Type : Visit Visa.
- Visa Expiry : 10/02/2022
- Availability: Immediately.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

March 2018 to October 2021

IPOT TECHNOLOGIES – CHENNAI-INDIA

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work.
- Exhibits polite and professional communication via phone, e-mail, and mail.

EDUCATION

BACHELOR OF COMMERCE

2015 – 2018

EGS PILLAY ARTS& SCIENCE COLLEGE ,
BHARATHIDASAN UNIVERSITY ,TAMIL NADU, INDIA

SECONDARY SCHOOL LEAVING CERTIFICATE

2013 – 2015

STATE BOARD OF EDUCATION, TAMIL NADU, INDIA

TECHNICAL SKILLS

- Microsoft program –MS Office, MS Excel
- Operating systems –Windows ,Mac,ios,Android
- Accounting- Tally

CURRICULUM VITAE

PERSONAL INFORMATION

Date of Birth : 01 / 04 / 1997
Gender : Male
Marital Status : Single
Nationality : Indian
Passport No. : S8420224
Date of Expiry : 17/09/2028
Place of Issue : Tiruchirappalli, India

DRIVING LICENSE

License No. : TN51 20160003072
Expiry Date : 31/07/2036
Type : LMV
Place of issue : Tamilnadu,India

DECLARATION

I hereby declare that the above information is true to the best of my knowledge

Place

Sincerely,

Date :