

SAMSEER K MUHAMMED

✉ samseerkgl@gmail.com

052 8600 419 | Abu Dhabi - UAE



Objective

To be part of a dynamic and professional organization that provides opportunities for maximum personal growth, continuous career development and substantial learning to further enhance my knowledge, skills and experiences while contributing to the company's success.

Experience

Typist at AAJIL TYPING SERVICES – Abu Dhabi UAE

From 20th April 2021 to 25th Aug 2023

Duties and Responsibilities

Customer Support, Microsoft Office, Analysis
clerical and secretarial support, visa administration

Typist at DYNAMIC TYPING SERVICES – Abu Dhabi UAE

April 2018 - January 2019

Typist at HIRA TYPING CENTRE – Abu Dhabi UAE

January 2014 – 2017

Graphic Designer at Al Saffar Stationery SAUDI ARABIA

January 2011 - August 2013 (1year 8 months)

Duties and Responsibilities

Customer Support, Microsoft Office, Analysis
clerical and secretarial support,

Graphic Designer at Drishya Advertising - India

Jun 2010 - Sept 2013 (3 year 3 months)

Duties and Responsibilities

Office Administration, Microsoft Office, Analysis

Languages

Arabic, English, Hindi & Malayalam

Skills & Expertise

Graphic Design

Advertising

Education

Ambedkar Vidyanikethan H.S.S, Periy

+1, Commerce 2006 – 2007

Rotarics Institute

Certificate in Graphic Designing(6 months)

GHSS Pallikkare

Secondary School Certificate 2003 - 2005

PERSONNEL SKILLS AND STRENGTH:

- Fast learner and can easily adopt new environment.
- Willing to be trained.
- Now looking for suitable position with an ambitious and reputable company.
- Adhering to a company's regulation and procedures.

Interests

Creative Print ADS, TV Commercials

Personnel Profile:

Father Name	:	Muhammad Kunhi
Date of Birth	:	05/01/1990
Nationality	:	Indian
Religion	:	Muslim
Marital Status	:	Married
Passport No	:	Z3376936
Passport No	:	17-05-2017
Passport No	:	16-05-2027

Declaration:

I hereby confirm that the data furnished above are true to the best of my knowledge.

SAMSEER K MUHAMMED