ABSAR ALI

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☎ 0509744161

📍 Deira, Dubai
UAE

🚀 Skills

Microsoft Word, Excel, Outlook, and Access

Typing speed of 35 wpm

Knowledge of Oracle and all Microsoft Office

Experienced with Oracle ERP.

Excellent communication skills and ability to present complex information in an easy to understand format

Teamwork & Patience

♥ Interests

Photography

Sports

🗺 Languages

English

Arabic

Tamil

Malayalam

Hindi & Urdu

👤 Personal Details

Visa Status : Residence Visa

⊕ Objective

To secure a Data Processor where my typing, order entry, maintaining spreadsheets, verify data skills can be utilized. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving skills.

💼 Experience

Unilabs Dubai   *2021 -*
Data Processor   *Present*

- Enter and verify the patient's details such as passport number/Emirates ID
- Generates daily sales invoice and maintain spreadsheets in excel.
- Daily check emails and notes and do reply to the team and customers accordingly.
- Handling the PCR test samples and verify the barcode details.

A S Ready-mades   *Jan 2018 -*
Sales Manager   *Jan 2021*

- Analyzed customer needs via carefully constructed surveys to develop data driven pitches.
- Dealt with customer queries; analyzed precise ongoing market analysis and valuation of competitors, looking for unique ways to enhance sales.
- Maintain all in-out stocks and accountancy.

Al Zahrani Trading Company   *Oct 2012 -*
Data Processor / Storekeeper   *Sep 2017*

- Experienced with Oracle ERP systems,
- Enter sales invoices and return invoices daily basis
- Generates report about all IN & OUT stocks in warehouse.
- Process journal entries and correction records to ensure accuracy
- Performed other clerical duties such as answering telephone, sorting and distributing mail, running errands or sending faxes.

TNQ books And Journals   *June 2011 -*
FTP File Transfer Protocol   *July 2012*

- File download, upload, and transfer files from one location to another on the internet and between computer systems.

- FTP enables the transfer of files back and forth between computers or through the cloud.

- Communicated with client and proactively sought for timely feedback for improvement in order to maximize client satisfaction.

🎓 Education

Government Higher Secondary School   *2008*
12th Grade
A

Mohammed Sathak College of Arts & Science   *2011*
BCA Bachelor Of Computer Application
B