



Mohamed Irfane

Contact

Email:mohamedirfane@gmail.com
Mobile : +971-542287927
Location: United Arab Emirates

Strength

- Good communication skill
- Problem solving and critical thinking
- Well experienced document control
- Time management and good leadership

Languages Known

- English
- Arabic
- Tamil
- Hindi - Average

Software Known

- MS office, Autocad,Outlook
- C, C++, Java Script ,3D Max

Personal Data

Gender : Male
Date of Birth : 23-02-1994
Nationality : Indian
Marital Status : Married
Passport Number : V7419455
Visa Status : Visit Visa
Visa Expiry :

Objective

To join the secretarial team of a progressive organization in position that requires significant experience in a variety of administration support roles

Work Experience

Machine operator and data generate banking

Jeraisy card tech factory, Riyadh, Saudi | 2017 – 2021

Roles and Responsible:

- Generate the data through the application (BUPA AND TAWUNIYA,RIYADH BANK ,SAIB)
- Check the data field and load the data in machine app
- Arrange the setup for jobs
- Create the barcode field (UPC,EAN,PDF417,QR)
- Chip reading ,chip coding and programming through chip line (Atlantic Zeiger)
- Create the magnetic fields in cards.
- Print (ATM CARD, SIM CARD,MANGNET,INSURANCE) Cards through DATA CARD machine MX6000,MX2000,MX 1100
- Embossing ,laser print, ribbon print

Quality Controller

H&R Johnson private lmted Karaikal ,india | 2015 – 2016

- Maintain the quantity of tiles
- Inspect the raw material
- Report problems or concern to senior management immediately

Sales Marketing & Customer service

Royal Enfield service center,karaikal,india |2013 – 2014

- Known your products and service before you pitch your products
- Continue prospecting, ask good questions, practive active listening, build trust, show value
- Make the customer focus of your presentation

Qualification

- DEEE (Diploma in elec & electronics eng),KPTC karaikal,india
- DA (Diploma in Autocad).BSS,computer college,karaikal,india
- DME (Diploma in Multimedia programming),BSS computer college,Karaikal,india
- S.S.L.C at Swami Vivekanandah Secondary School,ambagarathur,india

Area of Interest

- Quality controller
- Warehouse supervisor
- Document controller
- System admin

Store Supervisors

Aadhil enterprises,Karaikal ,india | 2014 – 2015

- Responsible for the efficient operation of receiving areas, shipping areas, supply storerooms, warehouses, and stock issue stations in accordance with applicable supply procedures and verbal instructions.
- Maintaining inventory databases for material stocked in shore-based warehouses and ship storerooms; perform duties associated with hazardous material control and management
- Organizing and maintaining databases, correspondence files, and reports
- Ordering, stocking, and issuing repair parts, clothing, and general supplies
- Sets up and maintains efficient storage and supply areas as assigned
- Review purchasing agreements with vendors and maintain open lines of communications with those vendors
- Maintain strong working relationships with our vendors.

Declaration

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

DATE :

(MOHAMED IRFANE)