



ASHIQUE M



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SHARJAH, United Arab Emirates

SKILLS

- Efficient multitasker
- Typing speed of [Number] WPM
- Applicant tracking
- Document creation
- Communication skills
- Knowledge of emigration&labour

SUMMARY

Typist with advanced knowledge and typing speed . Efficiently performs and by utilising outstanding time management abilities and multitasking skills, ensuring all work is completed to an exceptionally high standard.

EXPERIENCE

01/2022 - 05/2022

OZONE BUSINESS MAN SERVICE CENTER | SHARJAH, UAE

Typist

- Promptly answered telephone calls, taking messages and redirecting to employer members as needed,knowledge about EMIGRATION & LABOUR WORKS

EDUCATION

2018

AMRITHA NIOS | KERALA,INDIA

HIGHER SECONDARY: COMMERCE

2016

JHSS HIGHER SECONDARY SCHOOL | KERALA,INDIA

SSLC

LANGUAGES

English: First Language

Malayalam:

C2

Hindi:

C1

Proficient

Advanced