



MOHAMMED SHEFEER NALAKATH

ADMINISTRATION/SALES/STORE INCHARGE

A POLITE, FRIENDLY AND SOCIABLE PERSON WHO CAN CORDINATE THE FLOW OF WORK AND PROVIDE THE HIGHEST ADMINISTRATIVE SUPPORT, DOCUMENTATION AND SUPERVISION TO THE HIGHEST CALIBER, FLUENCY IN FOUR LANGUAGE AND COMMUNICATION SKILL CAN KEEP A COOL HEAD IN COMPLEX CIRCUMSTANCE AND INSPIRE OTHERS AT WORK TO THEIR OPTIMUM

CONTACT:

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Alain- Abu Dhabi UAE

DRIVING LICENSE:

UAE, LIGHT MOTOR VEHICLE (MANUAL)

LANGUAGES:

- ENGLISH
- HINDI
- MALAYALAM
- ARABIC

PERSONAL DETAILS:

NATIONALITY : INDIAN
DATE OF BIRTH : 25 SEPT 1995
MARITAL STATUS: SINGLE
PASSPORT NO : R7332039
PLACE OF ISSUE : COCHIN
DATE OF EXP : 3 DEC 2027

HOBBIES:



EXPERIENCE:

• **2021 : SUPER VISOR**
SOMERIAN HEALTH LLC
(worked as the supervisor of the KHATAM AL SHIKLAH at omanboarder .rebranded of MEDIQ HEALTH CARE LLC

• **2020 : ENCODER**
MEDIQ HEALTH CARE LLC
(Started my career in the organization as an encoder- Friend line worker

• **2020 : STORE INCHARGE**
SMART LINE LLC(food stuff company)abudhabi musaffah

EDUCATION:

- **2019 : B.COM (COMPUTER APPLICATION)**
BHARATHIYAR UNIVERSITY
- **2019 :DIPLOMA IN COMPUTER**
EDUCATION(CERTIFICATE IN TALLY WITH VAT &GST)
- **2014 :HIGHER SECONDARY SCHOOL – GOVT.KERALA**
- **2012 :SCHOOLING -GOVT.KERALA**

CERTIFICATES:

- NASAL AND ORAL SWAB SPECIMEN COLLECTION
COURSE FOR COVID -19
-DUBAI HEALTH AUTHORITY
- TALLY
- EXCEL
- WORD