



## MOHAMED AMEEN MOHAMED JAMEEL

**U.A.E Driving License: 2084146**

**PASSPORT NO: N6856602**

**DATE OF EXPIRY: 03/11/2026**

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Email ID: [Jameel178@gmail.com](mailto:Jameel178@gmail.com)

Religion: Islam

Languages known: Arabic, English, Hindi, Urdu and Tamil

### SKILLS

- Self-motivation.
- Ability to enter data accurately.
- Ability to do customer needs in a timely manner;
- Ability to establish and maintain effective working relationships with employees & customers
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

### EDUCATIONAL QUALIFICATION

- I Have Completed My **HIGHER SECONDARY EDUCATION AT MULLIPOTHANA CENTRE COLLEGE** during this period **2000 / 2002**.
- I have studied about **DIPLOMA IN INFORMATION TECHNOLOGY** leading to the **BACHELOR OF INFORMATION TECHNOLOGY** period validity: **OCTOBER 2014 – SEPTEMBER 2015 AT (UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING)**.

### ACADEMIC QUALIFICATION

- **DIPLOMA IN AIRLINE FARES / E - TICKETING, MARKETING, RESERVATIONS, GDS, CARGO & AIRPORT OPERATIONS TRAVEL & TOURISM.**
- **DIPLOMA IN MICROSOFT OFFICE 97 at INFOTECH COMPUTER ACADEMY THAMPALAGAMAM.**
- **CERTIFICATE IN COMPUTER STUDIES at UNION STUDY CENTRE KANDY.**
- **CERTIFICATE IN NETWORK CABLING AND CCTV INSTALLATION at WINSYS NETWORKS COLOMBO.**

## SUMMARY OF WORKING EXPERIENCE

LIGHT STONE GROUP OF COMPANY, ( UNTIED ARAB EMIRATES )		
PROFESSION	YEAR	LOCATION
Purchasing Representative and Store Keeper	Since Jan 2022 Up to	AL AIN

- Researching and comparing supplier's goods and services.
- Monitoring inventory levels and determining considered necessary quantity for purchasing.
- Select the most suitable terms of reliability, product quality and cost of products.
- Review quality of purchased products.
- Issuing needed materials and accessories to the Production work shop and side location and perform data entry as required.

NATIONAL BANK OF ABU DHABI, ( UNTIED ARAB EMIRATES )		
PROFESSION	YEAR	LOCATION
Office Assistant and Messenger	Mar 2010 to Mar 2015	Abu Dhabi

- Sort out and deliver various important documents and packages to the person's concern and departments. .
- Monitoring inventory of office supplies and determining new materials as needed.
- Performing general clerical work such as Filing and organizing customer records, invoices and other important documentation.
- Operating office equipments such as photo coping machine, laminating machine, binding machine and printers.
- Ensure the office space is neat and clean and all the things are well ordered and organized.

AL WATHBA NATIONAL INSURANCE PSC, ( UNTIED ARAB EMIRATES )		
PROFESSION	YEAR	LOCATION
Office Assistant	Jan 2007 to Mar 2010	Abu Dhabi

- Organize customer's records as required for the swift customer service..
- Provide the clerical support to the staffs and managements.
- Receives variety of documents and place it on the related files.
- Performing general clerical work such as Filing and organizing customer records, invoices and other important documentation.

TANNAF TRADING COMPANY, ( QATAR )		
PROFESSION	YEAR	LOCATION
Sales man and Store assistant	Apr 2003 to Feb 2005	Qatar

- Monitor the movement of incoming and outgoing goods.
- Receive and issue materials to/from stores.
- Maintaining a good working relationship with the customers.
- Ensure the safety and security of goods / materials in store.