

## S. MOHAMED ABBAS

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### Objective:

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

### Educational Qualification:

- B.SC (Information Technology) from Bharathidhasan University, Trichy - 2011.
- Higher Secondary, Thiruvaiyaru - 2008
- S.S.L.C, Thirupanthuruthi - 2006

### Work Experience:

- |           |   |   |
|-----------|---|---|
| Company-1 | : | <b>Junior Processor</b><br>Vetri Software Technologies, Thanjavur , India<br>Feb 2012 – April 2013 (1 Year 2 Months)                  |
| Company-2 | : | <b>Office Admin, Administration Department</b> First Bank,<br>Dubai<br>June 2013 – Dec 2013 (6 Months)                                |
| Company-3 | : | <b>Office Admin, Operation Department</b><br>Citi Bank, Dubai<br>January 2014 – August 2015 (1 Year 8 Months)                         |
| Company-4 | : | <b>Accountant</b><br>New Dammam Establishment , Saudi Arabia<br>November 15 2016 – January 4 2020 (3 Years 2 Months)                  |
| Company-5 | : | <b>Travel consultant &amp; Accountant,</b><br>Supreme Travels & Tours, Thanjavur<br>August 1 2020 – 14 October 2023 (3 Year 3 Months) |

### Responsibilities:

- Entering the approved application details on computer
- (File Types –A/C Opening, Credit Card, Personal Loan, CCB, Investment, Teller daily transaction tickets, operation daily source)
- Filling additional documents provided by customer with existing files.
- Dispatching original files upon authenticating requests.
- Periodically removing closed files to be shifted to secondary storage after update in the system.

- Handling all kinds of PDC cheques from the vendors.
- Handling the cheques and updating with perfect records.
- Dispatch the cheques to clearing unit on daily basis.
- Ticket Booking and Daily Sales Report Maintenance
- Prepare international and domestic courier shipments (DHL, ARAMEX, application) systematic & manual.
- Periodic report to department supervisor.
- Do the data entry in the customized application.
- After the completion, take the report and submit to the manager.

**Professional Qualification:**

- Microsoft Office (MS-Word, MS-Excel & power point)
- Internet / Email.

**Strengths:**

- Quick learner.
- Team player.
- Hard worker.
- Self-confidence.

**Personal Information:**

Fathers name	: R. Sirajudeen
Date of Birth	: 01/01/1991
Nationality	: Indian
Marital status	: Married
Languages known	: English, Hindi , Tamil , Malayalam
Address	: 19/12, Ali Street, Thiruppanthuruthi, Thanjavur

Passport No	: V5975837
visa status	: On Visit Visa expires on 11th Feb 2024

**Declaration:**

I hereby declare that the above information is correct to the best of my knowledge and belief.

Place:

Date:

[S. Mohamed Abbas]