



## MOHAMED SARJOON

### APPLIED FOR DOCUMENTS CONTROLLER

#### CAREER OBJECTIVE:

To be associated with a well-established company that will provide good opportunities for my growth and career advancement. To handle challenging jobs that will enhance my analytical ability and decision making.

#### PERSONAL SKILLS: -

- ❖ Ability to work Hard and result oriented.
- ❖ Self-motivated and ready to work under pressure.
- ❖ Sincere and honest in assigned duty.
- ❖ Efficient and well behaved person.
- ❖ Extremely hardworking and time manner.
- ❖ Excellent communication skill.
- ❖ Computerized Accounting

#### WORK EXPERIENCES:

- Worked as a Documents Controller with PERNIAGAAN RNANS for 08 Years in Malaysia (2015-2023).
- Worked as an Accounts Handling and Cashier with PERNIAGAAN RNANS for 05 years 2010 – 2015.
- Worked as a Cashier and Documents Controller with SAVOY GROUPS DUBAI FOOD & BEVARAGES DIVISION for 01 Year in Crest Road ,Bur Dubai.(2008-2009)
- Worked as a Storekeeper with SAVOY GROUPS DUBAI FOOD & BEVARAGES DIVISION for 02 Years in Crest Road ,Bur Dubai. (2006-2008)

#### EDUCATION QUALIFICATION

- ❖ BACHLOR OF SCIENCE  
BHARTHIDASAN UNIVERSITY 2002-2005  
HOTEL MANAGEMENT & CATERING SCIENCE
- ❖ ACCEL SCHOOL OF COMPUTER TECHNOLOGY  
ADVANCE DIPLOMA IN COMPUTER SERVICE  
ENGINEERING 02 May 1997-14 Oct 1997

#### DECLARATION:

I here declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

#### CONTACT

**MOB: 971 563774669**

**EMAIL: sarjun1818@gmail.com**

#### PERSONAL DETAILS

**Date of Birth : 27-10-1983**

**Gender : Male**

**Nationality : Indian**

**Marital Status :Married**

#### PASSPORT DETAILS

**Passport Number : S0565828**

**Date of expiry : 12-04-2028**

**Visa Status : Visit Visa**

#### LANGUAGES

- ❖ English
- ❖ Malay
- ❖ Tamil
- ❖ Hindi
- ❖ Malayalam

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