



Resume

RAFEEQ .E.M

Mob: 0529290060

Email: rafeeqeravara@gmail.com

Typist HR Assistant Or Administrative

Objective

To gain additional experience and to associated firm where I can utilize my knowledge to achieve professional growth and this field and for my career in future

Work Experience

Working as Typist Arabtec Construction Company L.L.C Dubai (2007 to still Date)

- *Following HR rules & labour immigration rules*
- *U.A.E Labour and Immigration Works*
- *Emirates ID*
- *Documents clearing*
- *Consulate works*
- *Handling U.A.E Visa Processing and other country visa from U.A.E*
- *Tasheel Services*
- *Medical*
- *Family visa Dubai and other Emirates*

Worked as a Typist Nobel typing center & Document clearing 2003 - 2005 Sharjah U.A.E

Worked as a Typist Fast Wing Typing Center Dubai U.A.E 2005 – 2006

Job responsibilities

- *Typing English & Arabic*
- *Labour and Immigration Tasheel Works*
- *Typing for Medical & Health card*

- *Typing Emirates ID*
- *Typing Economic & Traffic forms*
- *Consulate works*
- *Documents clearing*

***Thorough knowledge of website uaesmartforms, eforms, ednrd
Tasheel service, &Natawasel service, vision. Gdrfa,salem
Echanalles,***

Personal Details:-

Name : Rafeeq Ervarakunnnu Mohamed
Date of birth : 07.04.1977
Contact Number : 0529290060
Religion : Islam
Visa Status : Employment
Email : rafeeqeravara@gmail.com
Language : English, Arabic, Hindi, Malayalam
Nationality : Indian
Marital Status : Married
Gender : Male

Passport Details:-

Passport Number : G 2208844
Palace of issue : Dubai

Educational Qualification: -

- *Afazal Ul Ulama Preliminary (B.A Arabic from Calicut University)*
- *Secondary Education*
- *English & Arabic Typing*

Computer Knowledge

Word, Excel. Internet

Rafeeq Mohammed