

# CURRICULUM VITAE



## MOBASSHIR KAMAL

Position Desired: Cashier | Data  
Entry operator

### CONTACT:

Mob: +974- 30145809

Email: mobasshir95@gmail.com

Doha, Qatar

Visa Status: Transferable (NOC)

### OBJECTIVE:

To associated with progressive organization that gives opportunities to apply my knowledge, skills and competencies and to be a team member that dynamically works to work the growth development of the organization.

### PERSONAL SKILLS:

Age : 24 Years  
Date of Birth : 12/02/2000  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Religion : Muslim

### LANGUAGES:

- English ●●●●●●●●
- Urdu/ Hindi ●●●●●●●●

### WORK EXPERIENCE:

**Data Entry & Maintain Stock of Warehouse** **3 Years**

Novus Solution Pvt. Ltd. India

**Typing & Photo Stat (Passport Size Photo)** **For 06 Months**

Alpha service center Asian Town, Qatar.

### Duties:

- Entering data into database software
- File and organize incoming data
- Operates computers and office equipment
- Inputting customer details
- Update existing data
- Prepare relevant reports as needed
- Performing administrative duties

### EDUCATION:

- **High School Examination** Passed from U.P Board in 2016.
- **Intermediate Examination** Passed from U.P Board in 2018.

### OTHER QUALIFICATION:

- 6 Month **Computer Diploma in Accountancy** (Tally, Excel).

### PROFESSIONAL SKILLS:

- Customer relations & good communication skills.
- Computer knowledge in MS Office (Word, Excel, PowerPoint)
- Excellent typing speed 50 WPM.
- Skilled in oracle database.
- Assisting users with software and hardware problems.
- Maintaining records of computer and system downtime.
- Skilled in internet application.
- Good working relationship.

### DECLARATION:

I hereby declare that above details are true and correct to the best of my knowledge.

Regards,

**MOBASSHIR KAMAL**