

MOHAMED AZARUDEEN

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PERSONAL SUMMARY

Seeking a responsible and challenging position in a dynamic organization, which will enable me to apply my knowledge & encourage creative skills and also to attain the highest standards of professionalism and provide a valuable contribution to organizational goals through education, work experience, personal growth and incessant skill development.

WORK EXPERIENCE

NISHA TOURISM LLC DUBAI - (INDIA Branch)

DESIGNATION

OPERATION EXECUTIVE CUM COMPUTER OPERATOR DEC 2016 to 2018 TILL NOW

DUTIES AND RESPONSIBILITIES:

- Applying Dubai & Abu Dhabi Tourist Visit Visa 3 Month and 1 Month & Multiple Applications.
- **GDRFA** and **MOIAE** and **EDNRD** type of visit visa application.
- Processed visa applications and notified applicants when decisions were made.
- Verified required information provided along with visa applications.
- Take necessary steps to bring the customer who fall in overstay before expiry of visa
- Identify the Customer who are all going to be overstay.
- Communicate through mail to the agency about payment and all progress about the Customers.
- Creating customer database by various mode of activities.
- Incoming and outgoing mail and faxes all go through the office secretaries.
- Incoming and outgoing Calls Handling And Solving Customers Queries.
- Documents invoice storage.
- Daily Datas Follow Up(Payment, Emails,Visas rejection,Documents Required, Approved Etc..)
- Online Portal Incharge With regular Follow up to Clients add or remove through Id accounts.

COMPUTER KEY SKILLS

- Proficient and excellent in MS Office Suite (Word, Excel, PowerPoint)
- Excellent in Spreadsheet, Access and Presentation.
- E-mail and Excellent in Configuring the MS Outlook Express Mail / Mail Backup
- Working experience in Adobe products Photoshop, forms and template(s)
- Adobe Photo Shop.

ACADEMIC QUALIFICATIONS

MCA- (MASTERS OF COMPUTER OF APPLICATION)
BHARATHIDASAN UNIVERSITY –TRICHY 2014-2016

BCA (COMPUTER APPLICATION)
BHARADHIDASAN UNIVERYSITY – TRICHY 2010-2013

PERSONAL DETAILS:

Date of Birth:	05-07-1992
Father name	Shajahan
Nationality:	Indian
Marital Status:	Single
Languages Known:	English, Tamil
Religion	Muslim

Passport Details

Passport Number	N5570548
Passport Date of Expiry	04/01/2026

Declaration:

I do hereby confirm the particulars cited above are true to do the best of my knowledge and belief.

Thanks & Regards

Mohamed Azarudeen