



Address
AL MUSSALLAH -ROLLA
SHARJAH
SHARJAH

Contact
971586452860
971556563023
aaheshahsalam@gmail.com

Date of Birth
15.06.1999

PROFILE

Seeking a responsible and challenging opportunity that would utilize and enhance my skills where I can actively devote my creative abilities, thought dedicated hard work.

SKILLS

- Good communication - written and oral skills
- Excellent conceptual and analytical skills
- Effective interpersonal skills
- Customer service skills

PERSONALITY

Communicative
Punctuality
Creativity
Organized

SOFTWARE SKILLS

Microsoft Word	<div></div>
Microsoft Powerpoint	<div></div>
Microsoft Excel	<div></div>
TALLY ERP-9	<div></div>
C++	<div></div>

LANGUAGES

English	<div></div>
Malayalam	<div></div>
Hindi	<div></div>
Tamil	<div></div>
Konkani	<div></div>

CERTIFICATES

- Emergency medical care technician
- Tally ERP-9
- Office Management
- Professional Accounting Technician

AAHESHAH MOHAMED SHAH

Office Administration

Linkedin
AAHESHAH MOHAMED SHAH

EDUCATION

09.2017 - 12.2018
INTERNATIONAL COLLEGE ,AJMAN
Business Administration

06.2014 - 03.2015
GHSS PARAVUR
SECONDARY SCHOOL

07.2015 - 03.2017
GHSS PARAVUR
HIGHER SECONDARY

EXPERIENCE

04.2016 - 12.2016
HOLY CROSS SUPER SPECIALITY HOSPITAL
EMERGENCY MEDICAL CARE TECHNICIAN
TRAINEE

05.2021 - 07.2021
B R HOSPITAL AND RESEARCH CENTRE , NEDUNGOLAM
PUBLIC RELATION OFFICER (PRO)
Responsibilities: admin, customer service, welcoming / greeting patients, coordinating

07.2021 - 06.2022
EDURAPS INDIA PRIVATE LIMITED
OFFICE ADMIN
Responsibilities: office admin, telecall, communication ,group discussion, customer service

HOBBY

Art
Writing
Reading
Travelling