

Refan M

Mobile No: +971-528497171 | +971-521944902

✉ refank549@gmail.com

Dubai, UAE



Nationality: Indian | **Visa Status:** Visit Visa (valid until 21-10-2025) | **Availability:** Immediate

Professional Summary

Motivated and people-oriented professional with excellent communication and problem-solving skills, seeking an opportunity to contribute to a dynamic organization by ensuring customer satisfaction and delivering high-quality service.

Skills

- Typing speed: 30+ WPM with 95% accuracy
- MS Word, MS Excel, MS powerpoint
- Data entry
- Time management & multitasking

Certification

- IT Hardware and networking technology
- MS Office (Excel, power point, MS Access, Ms Outlook & Word etc....)

Work Experience

Data Entry Operator

RSV Agencies – Tiruchirappalli, India

Jul 2024 – Jul 2025

- Entered customer and account data accurately within deadlines.
- Maintained and updated database systems with zero data loss.
- Generated reports.

Education

B.E. computer science of engineering in – 2024 – MIET Institute of Technology in Anna University -7.75

Diploma in mechanical engineering- 2021 - SIT Institute of Technology -75% .

High School – st. Antony's higher sec school – 2016-90% .

PERSONAL DETAILS

Fathers Name: Mubarak M
Date of Birth & age : 05-03-2002
Religion : Muslim
Marital Status : Unmarried
Languages known : English,Tamil,.
Nationality : Indian
Permanent Address: 38/Kilethar street
Tiruchirappalli (Dist.)
Tamil Nadu(State) Pin:620002

PASSPORT DETAILS

Passport No. : U8106503
Date of Issue : 15/02/2021
Date of Expiry : 14/02/2031
Place of Issue : Tiruchirappalli

I hereby declare that all the details furnished above are the best of my belief and knowledge.

India

01-09-2025

Refan M.