**CURRICULUM VITAE**

**Objective:**

**Seeking a position as Administration where extensive experience will be further developed and utilized.**

**Highlights:**

* **Office organization**
* **Managing Front office**
* **MS office (Excel, Word, PowerPoint )**
* **Excellent Communication**
* **Document Management**
* **Data entry**
* **Answering Telephone calls professionally**
* **Desktop PC& Laptop installation, Configuration & Maintenance**
* **Hardware and Software Troubleshooting**
* **Printers Installation and Troubleshooting**

**Academic Qualification:**

* **2015 Diploma in Electrical & Electronic Engineer (DEEE) from the Karnataka state open University**
* **2008 ITI Electrical from the Ganapathy ITI, Paramakudi.**
* **2006 High School from the Govt Hr. Sec. School**

**Working Experience:**

* **Worked as on faculty for Computer Hardware & Photo Shop in T-JOP COMPUTER EDUACATION VETHALAI at India. From June 2010 To Aug 2012**
* **Worked as on administrative assistant and faculty for AutoCAD (Electrical) & Photo Shop Designer in NAHADAT AL-SUWAIQ TRADING L.L.C at Oman. from Sept 2012 to July 2015**

**Computer Skills:**

* **Diploma in Computer Application (DCA)**
* **Computer Hardware ,OS(Windows Xp,Vista,Windows7,Windows8)**
* **Auto Cad**
* **Photo Shop**
* **Web Designing**

**Strength:**

* **Excellent oral and written communication skills.**
* **Proven ability to reach goals.**
* **Strong organizational, analytical, and multi-tasking skills.**

**Personal Profile:**

**Date of Birth : 6th May 1989**

**Gender : Male**

**Religion : Islam**

**Marital Status : Single**

**Nationality : Indian**

**Languages : English,Hindi,Tamil,Arabic & Malayalam**

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**Gulfjobseeker.com CV No:** **145482**

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