**CURRICULUM VITTE**

**Career Objectives:**

To pursue a career in a high profile company that will provide me the skills and expertise where I can attain a high level of performance by using my knowledge and capabilities that would also nurture my personal and professional goals and in return for continuing progress and excellence of the company, and I would like to submit the following for your kind perusal there since exists vacancies in your esteemed Company / Divisions. I offer my candidate is eligible for suitable Post. Please find below furnished my brief detailed Bio-Data as follows:

**Career History** (**11** Years and More UAE Experience & **4** Years and More Indian Experience)

From September 2013 to Still working \*\*\*

**Labor Supervisor** in Fine Care General Maintenance LLC, Abu Dhabi, UAE.

From July 2007 to June 2013 :-

**Office Assistant & Documentation** in The Kanoo Group, Dubai, UAE.

**I** provide accurate & efficient document control and data management. **C**oordinate efforts to

Constantly improve department processes and procedures. **P**articipate in the weekly project

Management team meetings to discuss project status, project resources and other needs.

**S**erve as a resource for others in the department at times to fulfill their assignments.

From April 2004 to June 2007:-

**Salesman** in Al Manama Group***,*** Karama, Dubai, UAE.

From 2002 to 2004:- Worked as a **Practical Instructor** in High-Tech institution of Engineering-Kerala-India.

From 2000 to 2002:-Worked as a **Practical instructor** in Indian Institute of Engineering-Kerala-India

**Summary of Qualifications** (Team work, Handling relationship, Leading etc.,)

* Excellent skill in Data entry Process, Document recording, Keeping etc.,
* Self motivated, enthusiastic and an aggressive self starter.
* Integration and dedication to work.
* Communication and management skills.
* Sharp analytical approach with primary emphasis on fundamentals.

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**Languages known:** English, Hindi, Arabic, Malayalam (Read and Write)

**Technical & Computer Skills;-**

**I Experienced in …** Installation and Servicing of Security Camera System (CCTV), Fault Finding and Repairing of Major / all type of Electronic Circuits Board, Electrical Wiring Works, Electronic and Electrical Equipment Installation etc...

Windows Software’s installation, Hardware Servicing, Internet Configuration, Client or Customer Support, Documentation, Emailing, Microsoft Excel, Microsoft Word, Microsoft Office, Microsoft Outlook, Microsoft Publisher, Networking and Cabling, Open Source Software installation, Programming and Supporting, Router or Accesses Point installation.

**Educational Qualifications:**

* **S.S.L.C**  : Government High School.

Under Board of Public Exam (1994-1995).

* **V.H.S.E**  : Subject- **MARKETING AND SALESMANSHIP.**

Under Board of Public Exam (1995-1997).

* **I. T. I** : Subject- **ELECTRONIC MECHANIC.**

Under Central Government of India -N C V T (1998-1999).

* **I. T. C**  : Subject - **ELECTRICIAN.**

Under Ministry of Human Resource India (1997).

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| **Personal Details** | |
| Date of Birth | 11th February 1980 |
| Nationality | Indian |
| Civil Status | Married |
| Sex | Male |



**Gulfjobseeker.com CV No:** **1463748**