

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:260169**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

**APPLY FOR ADMINISTRATION/SECRETARY**

**OBJECTIVE:**

To obtain a position on a reputable organization offering growth potential and Responsibilities in a growth oriented

concern where I can utilize my skills and personal Capabilities and grow up with Organization.

**PERSONAL INFORMATION:**

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| --- | --- | --- | --- |
|  |  |  |  |
| DATE OF BIRTH | 12/04/1992 | GENDER | MALE |
|  |  |  |  |
|  | | | |

**Key Strenghts :**

}Ability to Grasp Faster. } Determination towards work.

}Positive attitude towards life. } Capacity to deal with stress.

**Education:**

**1.** **BSc** (Bachelor of Science Degree) (2ndDivision)

**2**. **FSC** (Pre-Medical) (Grade C)

**3**. **SSC** (Science) (Grade B)

**SAFETY COURSE:**

**IOSH Managing Safely** From the UK Institute Aspire Middle East UAE.

**Work Experience :**

**1** : Worked as a Document Controller job with Royal Gardens Company Abu Dhabi UAE For 2 years.

**2** : Worked as Document Controller job with SPARCO CONSTRUCTION Company PAKISTAN for 2 years.

**Computer Courses :**

A : Microsoft Excel . B : Microsoft Word . C :Microsoft outlook

**Languages:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Reading** | **Writing** | **Speaking** |
| English | Good | Good | Very Good |
| Arabic | Good | Good | Good |
| Urdu | Good | Very Good | Excellent |