**CURRICULUM VITAE**

**First Name of Application CV No 1621542**

Whatsapp Mobile: +971504753686



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**Career Objective:**

A dedicated and flexible person who is determined to work hard with the acquired skills and knowledge to increase the organizations productivity and also to develop my career. Looking for a job that can utilizes my formal education and extensive experience.

**Professional Experience:**

* Working as **Typist** **Genera**l with **Softline Business Services**, Satwa-Dubai since January, 2012 to June 2015.
* Working as **Typist** **General** with **Al Rostamani Group LLC**, **DIFC – Dubai** since July 2015 to still now as temporary.
* Working as **Cashier** with **Money Budget Supermarket**, in Kerala – India

Since May 2009 to November 2011**.**

**ROLES & RESPONSIBILITIES**

* + Online Typing for Emirates Id, Ministry of Health, Ministry of Labor and Tas’heel, Immigration ednrd, Occupation Health Card, etc…
  + Office administration,
  + Closing daily accounts.
  + Bank reconciliation.

**ACADEMIC PROFILE:**

* Secondary School Leaving Certificate – IUHSS – Parappur- Kerala
* Higher Secondary School –Govt. Higher Secondary School- Othukkungal-Malappuram-Kerala

**Personal details:**

Sex : Male

Nationality : Indian

Date of Birth : 22/06/1990

Marital status : Single

Languages Known : Hindi, English and Malayalam