**First Name of Application CV No 1625538**

Whatsapp Mobile: +971504753686



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**SUMMARY OF QUALIFICATION**

* Languages: English –Excellent, Hindi – Excellent, Urdu.
* Enthusiastic, Cooperative and detail oriented
* Good knowledge of office administration and organization
* Excellent communication skills

**EDUCATION**

* Secondary Education
* Senior Secondary
* Post-Graduation in Library & Information Science

From Annamlai University

* Post Graduate from Delhi University.

**WORK EXPERIENCE**

* 4 years’ experience computer operator in Govt. School. Contract Bassis.
* currently working as Admin. in Redhat safety training institute .(UAE)

**ADDITIONAL SKILLS & PERSONAL**

* Highly trainable, fast learner
* Very good interpreting skills
* PC: MS Office, Internet Explorer, MS Outlook
* Responsible, patient