**First Name of Application CV No 1641444**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE**

To secure a position where my existing skills in the areas of administration and customer sevice can be utilized by a progressive and innovative company.

**CAREER HISTORY**

Responsible for providing general administrative and clerical support to one or more manager, as well as supervisors and department staff.

**Duties & Responsibilities**

* Drafting purchase orders & outgoing letters
* Sending and receiving fax
* Proper filing of all types of documents by project wise.
* Checking and trouble shooting of computers and printers.
* Periodically checking of expiry of insurance and ID’s of labours etc.
* Petty cash managing and online payments of various types of bills and government fees.
* Making expense claims.
* Coordinating repairs to office equipment.
* Uploading anti-virus software onto the office computers
* Making sure all the software licenses are up to date on the office computers.
* Answering the phone and taking messages.
* Receiving, opening and then distributing the post.
* Monitoring office supplies such as paper, printer ink cartridges and ordering more when they become low.
* Manning the reception desk to the office in the absence of the main receptionist.

**EXPERIENCE**

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| --- | --- | --- |
| **Position** | **Company** | **Period** |
| **IT support cum Secretary** | Ibrahim Mohammed Al Awad Est. for Engineering & Contracing, Riyadh, KSA | Apr 2011 to Feb 2015 |
| **Computer Technician** | SSIT, Riyadh11691, KSA | Apr 2010 to Mar 2011 |
| **Run a computer firm**  with services like internet, computer assembling, sales & services, DTP etc. | Zyber City, Kerala, India | Dec 2006 to Dec 2009 |
| **Computer Faculty** | Institute of Information Technology, Kerala, India | Jan 2006 to Aug 2006 |
| **Customer care support engineer** | Hyper Computers, Kerala, India | Sept 2004 to Dec 2005 |

**TECHNICAL QUALIFICATIONS**

1. **Computer Hardware and Networking** – Calicut University Science Instrumentation Centre, Calicut University, Kerala, India.

**EDUCATIONAL QUALIFICATIONS**

1. B.A English – Calicut University Distance Education, Kerala, India.
2. Vocational Higher Secondary Education – Printing technology – GVHSS Chelari, Malappuram, Kerala, India.
3. Secondary School Leaving Certificate – GMHS Calicut University Campus, Malappuram, Kerala, India.

**PERSONAL DETAILS**

**Date of Birth : 06th March 1983**Gender : Male**Marital Status : Married**

Religion : HinduNationality : IndianLanguages Known : English, Hindi, Malayalam