* **First Name of Application CV No 1643826**
* Whatsapp Mobile: +971504753686
* 
* To get contact details of this candidate Purchase our CV Database Access on this link.
* <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>
* Experienced in Secretarial, Office and Administrative works.
* Fluent in spoken and written English.
* **Typing skills in English and Arabic**.
* Knowledge of internet and E-mail with experience in scanning, printing and online applications.
* Knowledge of Basic computing, Microsoft Office, Internet, Basic Hardware and networking.
* 12 months of UAE Experience in Office Assistance and Data entry.

**EDUCATION.**

* Diploma in Computer Application and Office Management from IHRD,Kerala,India.
* Diploma in Tool & Die Engineering from Poly technique, Kerala, India.
* Secondary School from Kerala, India.

**EXPERIENCE SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the company** | **Designation** | **No. of years of experience** | **Major responsibilities** |
| Qurtuba Food stuff Trading, Ajman, UAE | Office Assistant cum Data entry operator | 1 | Data entry in excel and handling office works |
| Cybernet Slash Support, Chennai, India | Customer Service Executive | 1 | Offering online technical assistance for customers calling from United States. |
| Vidya Arts & Science College, Kerala, India | Front office Executive | 2 | Controlling and co-coordinating front office. |
| Z care online solutions, Kerala, India. | Typist cum Office assistant. | 7 | Filling and submitting various Online applications. |

**Language and Typing skills.**

**English : Read, Write, Speak and Type**

**Arabic : Read, Write, Speak and Type**

Hindi : Read, Write and Speak.

Tamil : Speak.

Malayalam : Read, Write and Speak

**Personal Profile**

 Nationality : Indian.

Date of birth : 31 / 05 / 1979

Marital status : Married