**CURRICULAM VITAE**

###### **Objective**

###### Looking for a position as an office assistant in an established organization where I could perform my skills and ability for the mutual future growth and profit.

###### **Work experience:-**

###### **Company Name: super market(uae,sharjah)Duration: 2013 Oct TO 2015 NovJob Profile**

###### A detail oriented and highly skilled in managing the things possesses rich experience of 2 year as Office Assistant.

###### Proficient in managing the documents.

###### Excellence in providing comprehensive secretarial and administrative support to colleagues.

###### Expert in assisting the seniors and manage the routine daily organization life.

###### Document coordinates with discipline with administration and control.

###### Data Entry of In carry/dispatch/Updating Contracts/ Bill details

###### Keeping all the documents such as passports, contract copies, visa copies and other files of the employees as well as the customers.

###### Recording the data and keeping it up to date

###### **WORK EXPERIENCE**

###### **Company : service Centre, banglore,india**

###### **Position Held :Sales and technician**

###### **Period :20-jan-2011 to 2012 Dec**

**Duties and Functions:**

* Diagnose the defective phones and identify root cause of the problem
* Ensure the components such as Sim cards, data cards and memory cards suit the model
* Repair the damages caused to the phone due to contact with water, heat and light
* Remove the screen of the cell phone and replace with a new one
* Greet the walk in customers and listen to their complaints regarding the malfunctioning of their phones
* Open up the mobile phone and check the battery life, wirings and connections, screens and other components for efficiency
* Mend the defects and replace the broken/used up parts and recheck the performance of the mobile phones
* Deal with clients while returning the cell phones and receiving fees

###### EducationalCredentials

### Ggjk-gfg= PROFILE

###### Plus two commerce

###### Kerala State Education Board, Kerala, India 2010

###### Secondary School Leaving Certificate (SSLC)

###### Board of public examination Education, Govt. of Kerala, India 2008

###### Other strengths

### Ggjk-gfg= PROFILE

###### Computer operations, related software and office equipment – MS Office (Word, Excel)scanners and printers.

##### Front desk interaction via phone, email, letters and in person.

###### Good communication skills – verbal and written

###### Administrative Writing Skills

###### Expertise in Office Organization & Administration

###### **Languages known:**

###### English, Arabic, Hindi and Malayalam (Speak, read and write)

###### Personalinformation

### Ggjk-gfg= PROFILE

###### Nationality : Indian

###### Date of Birth : 9 –May-1993

###### Gender : Male

###### Marital status : Single

###### Visa status : visit visa

**First Name of Application CV No:** **1704942**

Whatsapp Mobile: +971504753686

