Curriculum Vitae 

**PRASANNA**

**PRASANNA.329009@2freemail.com**

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 11th May, 1965

Marital Status : Married

Languages Known : English, Hindi, Tamil and Malayalam

Visa Status : Employment Visa

Holding a Valid UAE driving Licence

**QUALIFICATION**  :

Academic

* S.S.L.C.
* K.G.T.E. Typewriting Lower and Higher.

Professional

* Conversant with Windows Word, Excel.
* Proficiency in Typing.

**OBJECTIVE**

* A mentally challenging and intellectually satisfying position with career advancement possibilities.

**CAREER**

I started my career from BOMBAY, the No.1 business city of INDIA, and gained good experience from various companies. The work experience from the establishments in UNITED ARAB EMIRATES lead into the career best portfolios and working environments also an asset to my profession which gave me full confidence in promoting my profile for supporting staff to give any entities positive results. My experience with some of the organizations is given hereunder.

**EXPERIENCE : TOTAL 9 YEARS**

Since November, 2007, I am working with HH Property Management, Abu Dhabi, U.A.E., as Secretary and Sales Support.

**Job Functions :**

* Co-ordination under Sales & Finance.
* Co-ordination for Administration

**1 Year : from June, 2006 to July, 2007.**

 **One Year** I worked with Marine Light Real Estate, Abu Dhabi, U.A.E., as Secretary.

 **2 Years : from 2004 to 2006**

These two years I worked with Super Markets in Abu Dhabi, U.A.E., as Cashier.

**2 Years**

 **I worked 2 YEARS with various organizations in Bombay, India, as Typist,**

 **Secretary, Data Entry Operator and Administrative Assistant.**

**MY STRENGTHS** :

* Result Oriented, Well Organized, responsible, dedicated and sincere in work.
* Good communication, public relations and interpersonal skills.
* Possess a high level of integrity

**Visa Transfer/NOC available.**