

Contact HR Consultant for CV No: 2042208

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**RESUME**



**SOORAJ K NAIR**

**Career Objective**

To be a part of dynamic environment and looking at professional growth by way of harmonizing the organizational goals with personal goals.

**Academic Qualification**

* **BCA (Bachelor Of Computer Application)**
* **.net Application (NIIT)**
* **Plus Two (XII)**
* **SSLC ( X )**

**Working Experience**

* Working as the Administrative ,Customer Service and Marketing Executive in SCA speed parcel services LLC, Deira , Dubai. (April 2016 – Till date)
* Worked as Admin executive at Skycom Express LLC, Garhoud, Dubai. (July 2015 - January2016)
* Worked as Data Management Operator and Bill of entry Operator(CMC, DAFZA) in Skycom Express LLC , Garhoud, Dubai. (Sept. 2014 – July 2015)
* Worked as a Document Analyst, Data entry operator , Bill entry operator and office assistant at Vidya Vihar Central School Kakkassery Pavaraty,Thrissur, Kerala.(June – Sept. 2014).

**Strengths**

* Excellent communication skills.
* Ability to lead and motivate a team.
* Good inter personal skills and ability to work under pressure.
* Ability to negotiate with the customer.
* Ability to canvas the customer.

**Responsibilities**

* Maintaining the workflow of the company by studying method , implementing cost reduction to gain the companies success.
* Providing the information by answering the questions and request from internal section of the company.
* Maintaining the filling system of the company such as hardcopy and softcopy that are related to the job.
* Preparing the agendas for the future meeting.
* Preparing and modifying documents related to the job such as memos, notifications , letter , drafts and emails

|  |  |
| --- | --- |
| **Languages Known** |  |
| **Read** | **:** English and Malayalam |
| **Write** | **:** English and Malayalam |
| **Speak** | **:** English, Hindi, Tamil, Telugu(base) and Malayalam |
| **Understand :** English, Hindi, Tamil,Telugu(base) and Malayalam |
|  |  |
| **Passport Details** |  |
|  |  |  |
| Date of Issue |  | : 29-03-2010 |
| Date of Expiry | : 28-03-2020 |
| Place of Issue | : Cochin |
|  |  |
| **License Details** |  |
|  |  |  |
| Date of Issue |  | : 22/06/2015 |
| Date of Expiry | : 22/06/2025 |
| Place of Issue | : Dubai |
|  |  |
| **Personal Profile** |  |
| Name |  | : Sooraj K Nair |
| Father’s name | : Gopinath M |
| Mother’s name | : Prasanna K |
|  |  |
|  |  |  |
|  |  |  |
| Date of Birth |  | : 11/05/1992 |
| Age |  | : 24 |
| Gender |  | : Male |
| Marital Status | : Single |
| Religion |  | : Hindu |
| Nationality |  | : Indian |
| UAE license no (LMV) | : 2140346 |
| Hobbies |  | : Playing cricket, Driving, Listening music and Watching TV |

**Page 2 of 3**

**Declaration**

I sincerely believe that the above mentioned facts are true to my knowledge and belief.

Place: Your’ truly,

Date: SOORAJ K NAIR

**Page 3 of 3**