# RESUME

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# SRAVAN

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# Dubai,UAE

**Career Objective**:

To seek a challenging position in an organization, where my knowledge and skills can be shared and enriched and also where there is scope for career growth.

**Driving License :**

UAE valid motorcycle driving license

**Personal Skills:**

* Can plan quickly and pass information effectively.
* Enthusiastic and dedicated.
* Self confident and optimistic.

**Educational Qualifications:**.

***Intermediate***  :  **HEC**

* Institute : Govt junior. college, kamareddy.
* Year of study : 2008-2010

***Secondary School Certificate*** : **S.S.C**

* Institute : ZPHS dharmaraoprt.
* Year of Study : 2007-2008

### Experience:

* **AKBAR TRAVELS OF INDIA , Oud metha. dubai**

**Designation: MESSENGER (sharjah branch)**

* location Verification and delivery invoices.
* Bank work like getting cash & deposit money ,cheque
* field collection like field verification and collect the money or cheque
* Collection of all the tape of Documents.
* Coordinating with clients related to document collection.
* Visiting all the places. related to office work
* **Hitachi Planet Technologies Ltd,Qatar**
* Installation of duct, as per drawing and ready to inspection.
* HVAC settings and air calibration

### Technical skills:

* Good knowledge in MS-OFFICE SUIT (WORD, EXCEL, POWERPOINT, etc.).
* Internet Browsing knowledge.

### Strengths:

* Self-motivated. Self Confident , Self Belief , Self Esteem
* Having good communication skills, interpersonal skills.
* Flexible in a competitive working environment
* Active Team Member

### Personal Details:

Date of birth : 22-12-1991

Sex : Male

Nationality/Religion : Indian/ Hindu.

Linguistic proficiency : English, Hindi, Telugu

Hobbies : writing stories. poetry, listening music

### Declaration:

I here by declare that the above information is true to the best of my knowledge and belief.

**Place:** sharjah

**Date:**