**SARATH**

**Email:** [**sarath.344803@2freemail.com**](mailto:sarath.344803@2freemail.com)

**CAREER OBJECTIVE:**

Seeking a responsible and leading role with a progressive organization by productive efforts compliant with my experience & skills and become a team member that excels in works towards the growth of an organization.

**STRENGTHS:**

* Highly dedicated, hardworking and sincere in duties
* Tactful, creative, flexible, resourceful
* Skilled in clerical tasks and time management
* Fast learner
* Ability to adapt to any working atmosphere

**WORK EXPERIENCE**

**DHAB DMCC Dubai, U A E**

**Office Assistant with driver & Office Clerk (**February 2014 at Present)

Responsibilities Includes:

* Handle daily staff scheduling.
* Process maintenance requests, substituting for manager as needed.
* Assist in Finance Department and legal Department in filing and cheque/

Cash deliveries etc.

* Organize and register staff for workshops and staff development
* Handling all kinds of driving works according to the company needs.
* Handling immigration work by collecting & submitting documents

***Driving details:***

**Holding a valid UAE Driving License (Permitted Light *Vehicles Automatic Gear)***

Issue Date : 06/01/2015

Date of Expiry : 13/01/2025

***EDUCATIONAL BACKGROUND:***

* Higher secondary school certificate from Kerala
* **S**econdary **S**chool **L**eaving **C**ertificate **(S.S.L.C)** from the Board of Public Examination Govt. of Kerala ,India

**COMPUTER SKILLS**

* *Comprehensive knowledge of MS Office( Word, Excel, Power Point)*
* *Internet and E-Mail applications.*
* Foreign Accounting

**PERSONAL DETAILS:**

Date of Birth : 23/05/1990

Nationality : Indian

Languages know : English, Hindi, Malayalam, Tamil

Visa status :  ***Free zone visa (DMCC)***

**Declaration:**

I hereby declare that all the details above mentioned information is true and correct to the best of my knowledge and belief.

Yours faithfully,

**Sarath**