**NOUFAL**

**NOUFAL.346533@2freemail.com**

 ABU DHABI, UAE

The Manager,

**Human Resource Department**.

Respected Sir,

            This is an expression of an avid interest to join a progressive organization. I am furnishing herewith my CV for your favorable consideration for a suitable post in your esteemed organization.

            I have the skills acquired through my education and experience, that makes me well equipped and worth enough to be part of an esteemed organization where I can demonstrate my zeal for work, while at the same time develop my skills and the capabilities that would hopefully contribute to the organizations vision and goals.

As a team member of an organization, I can provide:

* Efficiency, Reliability and accuracy
* Maturity, honesty and ability to look at challenges as opportunities
* Knowledge of General office procedures
* Ability to develop with the team

I look forward and remain hopeful that you shall consider my request.

Sincerely

**RESUME**



**NOUFAL**

**CAREER OBJECTIVE**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and growth by delivering the result.

**TECHNICAL SKILLS**

* **Software** : MS Office(basic), c,c++ , Java,VB,Tally , Peachtree
* **Operating System** :Windows 10,9/ XP/7/8

**SOFT SKILLS**

* Communication skill
* Interpersonal relationship
* Positive mental attitude

**CO-CURRICULAR ACTIVITIES**

**Project**

* Hospital. Management

**WORK EXPERIENCE**

**DURATION : 2015 AUGUST – 2016 OCTOBER**

**POSITION : ACCOUNTS&IT ASSISTANT**

**PROCESS : MOTOR INSURANCE**

**COMPANY : LANDMARK INSURANCE BROKERSPRIVATELIMITED (CALL CENTRE)**

**EDUCATIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| Name of course  | Board /university | Year of passing |
| **B.Sc. computer science** | **“Kannur****university”** | **June 2015** |
| **+2 (computer science)** | **“Kerala state board”** | **April 2011** |
| **S.S.L.C (10th)** | **“Kerala state board”** | **March 2009** |

**LANGUAGE KNOWN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language**  | **Read** | **Write** | **speak** | **Understand** |
| **English** |  |  |  |  |
| **Malayalam(mother tongue)** |  |  |  |  |
| **Tamil(basic)** |  |  |  |  |
| **Kannada(basic)** |  |  |  |  |
| **Hindi** |  |  |  |  |

**PERSONAL DATA**

Date of Birth : 13/04/1993

Age : 23

Sex : Male

Nationality : Indian

Marital Status : Single

**DECLARATION**

 I hereby declare that the above written particulars are true to the best of my knowledge and belief. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.