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| ALVIN  |

 **E-mail**: Alvin.348781@2freemail.com

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| CAREER OBJECTIVE |

An enthusiastic individual, **born and brought up in Dubai** with highly motivated and leadership skills having bachelors of Commerce degree seeking for a job in a challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth. Currently open to any jobs in the fields of HR, Administration, Sales & Marketing.

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| KEY QUALITIES |

Highly motivated and eager to learn new things. Strong motivational and leadership skills, Ability to produce best result in pressure situation, excellent communication skills in written and verbal both, Ability to work as individual as well as in group.

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|  **WORK EXPEREINCE** |
| February 2014 – April 2015 | **FULL TIME COMMITMENTS** Worked as Admin Staff for Hi Tech Kitchen LLC. **Key Responsibilities**: * Typing Quotations, Invoices and Delivery Orders.
* Answering calls, emails and faxes from clients and employees.
* Managing employee and client database.
* Managing of Stock and Inventory.
* Managing of company accounts.

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|  |   **PART TIME COMMITMENTS** |
| September 2016April 2016January – March 2016January 2016December 2015November 2015GITEX Shoppers 2015GITEX Spring 2015 GITEX Shoppers 2014 | **THE HOTEL SHOW**Worked as Registration Staff at The Hotel Show held at Dubai World Trade Centre**ARABIAN TRAVEL MARKET** Worked at the travel market for ROTANA as event support staff**Ticketmaster**Worked with Ticketmaster for the Masters Champions League held at the Dubai and Sharjah Cricket Stadiums**INTERSEC** (The leading trade fair for Safety, Security & Fire Protection) Worked at the Access Control**Emirates Airline Dubai Rugby Sevens** Worked as registration staff at the Sevens Stadium for Inspire Group.**DUBAI AIRSHOW**Worked as supervisor at the ticket box office at the air show held in Al Maktoum International Airport**GITEX EXPERIENCE**  **QUANTUM Mobiles & Tablets**Worked as a promoter for Quantum Mobiles & Tablets  **E city**Worked as a promoter for Samsung, Lenovo, Xolo, IPhone, Zte  **Canon** Worked with Canon Cameras |

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| PERSONAL INFORMATION |
|  Date of birth : 31/03/1994 Nationality : Indian Visa Status : Own  Expiry Date : 19/12/2021 Driving License : LMV(A) Religion : Christian Marital Status : Single Languages Known : English, Hindi, Malayalam  |  |
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| ACADEMIC QUALIFICATION |
| 2013-2016 2010-20122009-2010 | **Bcom(Finance)– University of Calicut** Victoria College Sharjah **(12th grade)** Placid Vidya Vihar Senior Secondary School , Kerala**(10th grade)**  Indian High School, Dubai |

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| **IT SKILLS** |
| MS – Word : IntermediateMS – Excel : IntermediateMS - Powerpoint : Intermediate  |

**DECLARATION**

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience.