**Curriculum-Vitae**



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|  **Adhil****Adhil.349374@2freemail.com** |  |

**CAREER OBJECTIVE:**

Want To Change The Career Path. Want To Achieve Success Through Working In A Challenging Position (Arabic Typing and Any Administrative Work), To My Fullest Ability For The Betterment Of The Organization As Well Myself.

# PROFESSIONAL EXPERIENCE:

* **Process Associate**

**HTC Global service, Chennai 48. -- One Year**

* **Front Office Executive and DTP Works**

**INSTA COMPUTER EDUCATION, LALPET, TAMIL NADU.1st –Aug-2016 to 26th –Feb 2017**

**Client Served Under My Tenure:**

* **Arabic Process Associate and Typing**

**RESPONSIBILITIES:**

* Office Administration Work (Dealing With Courier Services – Internal Within Departments, Sections, Subsidiaries)
* Visitors Management (Accommodating Visitors Through Seating Arrangements, Arranging For Their Reception)
* Possess excellent typing skills
* Excellent written and verbal communication skills
* Formatting documentation
* Creating documents
* All other types of administrative duties related to office management.

**SUMMARY OF SKILLS:**

* Good Command Over Customer Relationship Management
* Having Good Command Over Languages Like Arabic, English, Tamil
* Effective Team Player, Highly Self-Motivated, Known For Creativity, Flexibility and Sense of Humour.
* Have The Capability To Work Under Pressure
* Believe In Punctuality, Neatness, Confidence, Patience, Willingness To Take Reasonable Risks, Goal Oriented, Etc.

**ACHIEVEMENT:**

* Winning Capability Of The People Whom I Serve Or Provide Service
* Good Command Over Customer Relationship Management - (As Working In Service Based Industry Dealing On A Daily Basis With Different People (Different Nationalities)

**COMPUTER PROFICIENCY:**

* Windows Operating Systems
* Ms Word, Excel, PowerPoint.
* Internet and Email
* Corel Draw
* Typing Arabic and English

#### EDUCATIONAL QUALIFICATION:

* **B.A. (Islamic studies B.S.A University, Chennai (2012 to 2015) ( Regular )**
* **B.B.A Madras University ,Chennai (2012-2015) ( Correspondence )**
* **Aalimiyat, Bhukhari Arabic college, Chennai ( Islamic degree )**
* Hsc Bhukhari Arabic college, Chennai
* Sslc Imam Gazzali Matric Hr Sec School, Lalpet

I Hereby Declare That The Above Mentioned Information True To My Knowledge.