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| H 55412.jpg  **Languages:**  English  Hindi  Malayalam |

ABDUL

[ABDUL.352669@2freemail.com](mailto:ABDUL.352669@2freemail.com)

**OBJECTIVES**

Seeking an Admin Assistant position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

**EDUCATION**

BBM Mangalore University 2011

**WORK EXPERIENCE**

**Admin Assistant at Mawarid Trading Emirates (**May2013 – Present**)**

* Controlling and filing documents to facilitate ease of reference
* Keeping the confidentiality of data
* Ensuring delivery of external correspondence and provision of

hospitality services

* Assisting in carrying out secretarial functions to the management
* Typing the correspondence pertaining to the administration
* Issuing letters for the various government offices

**Sales Assistant at WFB Baird & Co.India Pvt Ltd** (Jun 2011 - Apr 2013)

* Helped the customer to choose the products
* Maintained the sales data and reports
* Merchandising the products

**CERTIFICATIONS**

**Diploma in Computerized Accounting,** Edit Computer Education, Kerala

**Diploma in Microsoft office,** Edit Computer Education, Kerala,India,